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Dear Student,

Welcome to the 2019-20 academic year! Whether you are a new student or a returning student, we are excited that you have chosen Broward College as the place to pursue your collegiate dreams. This new academic year offers more opportunities for you to work towards personal and career goals, and our passionate and dedicated team is ready to assist you.

I am continually impressed by our students, many of whom overcome challenges to achieve their goals. Your success is our greatest motivation and the driving force behind what we do. When I was in college, I had many challenges to overcome, and I learned that students come from different academic and social backgrounds. Whether you are a traditional student, transitioning from high school or are an adult learner returning to the classroom after years in the workforce, you can succeed.

Broward College is nationally recognized because of the structure of our programs and more importantly, for the emphasis we place on student success. From the first day of class until you complete your program of study, we provide a range of support services including academic advising, mentoring, one-on-one tutoring, internships, on the job experience and coaching.

In addition to this assistance, your success is also dependent on how well you take advantage of the programs and services available to you. I encourage you to ask questions, engage your peers and professors and commit to finding new ways to improve study skills. You may experience disappointment along the way, but don’t give up. Whatever the challenge, we will work to overcome it together.

Over the next few weeks, take the time to familiarize yourself with the student handbook. It is an excellent resource guide for all the services, academic programs, and extracurricular activities we offer.

We look forward to working with you on this phase of your journey and celebrating your outstanding achievements at the end of the academic year.

I wish you all the best!

Gregory Adam Haile, Esq.
President
About Broward College

Mission Statement
Transforming students’ lives and enriching our diverse community through academic excellence, innovation, and meaningful career opportunities.

Vision Statement
Broward College will be a destination for academic excellence, serving students from local communities and beyond. The College will embrace diversity — student, faculty, staff, and business partnerships — and foster a welcoming, affirming, and empowering culture of respect and inclusion. The College will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of diverse, outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the College will connect its students to diverse local and global communities through technical, professional, and academic careers.

Core Values

Academic Excellence and Student Success
Achieving student success through learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.

Diversity and Inclusion
Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all members.

Innovation
Developing and implementing the most emergent technologies with teaching methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.

Integrity
Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.

Sustainability
Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.

Lifelong Learning
Promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.

Broward College Accreditation
Broward College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Broward College.

Notice of Non-Discrimination
Broward College does not discriminate on the basis of race, color, sex, gender, national origin, religion, age, disability, marital status, sexual orientation, genetic information, or other legally protected classification in its programs and activities.
Campus/Center Directory

A. Hugh Adams Central Campus

Dean of Students
Bldg. 19, Rm. 130  954-201-6522

Associate Dean, Student Services
Bldg. 19, Rm. 116  954-201-6874

Academic Advising
Bldg. 19, Rm. 106  954-201-6398

Director of Student Life
Bldg. 19, Rm. 130  954-201-6358

Coordinator, Student Success
Bldg. 19, Rm. 101  954-201-4595

Admissions/Registration

North Campus

Dean of Students
Bldg. 46, Rm. 222  954-201-2300

Associate Dean, Student Services
Bldg. 46, Rm. 223  954-201-2661

Academic Advising
Bldg. 46, Rm. 146  954-201-2009

Director of Student Life
Bldg. 46, Rm. 129  954-201-2310

Coordinator, Student Success
Bldg. 46, Rm. 220  954-201-2470

Admissions/Registration

Judson A. Samuels South Campus

Dean of Students
Bldg. 68, Rm. 206  954-201-8903

Associate Dean, Student Services
Bldg. 68, Rm. 210  954-201-8932

Academic Advising
Bldg. 68, Rm. 275  954-201-8997

Director of Student Life
Bldg. 68, Rm. 250  954-201-8313

Coordinator, Student Success
Bldg. 68, Rm. 138  954-201-8838

Admissions/Registration

Pines/Weston/Miramar/WHC

Dean of Students (South)
Bldg. 68, Rm. 206  954-201-8890

Associate Dean, Student Services
Bldg. 3101, Rm. 211  954-201-8838

Director of Student Life (South)
Bldg. 68, Rm. 275  954-201-8997

Director of Student Life (WHC)
Bldg. 33, Rm. 120  954-201-7964

College Registrar's Office (Weston)
Bldg. 110, Rm. 204  954-201-7471

Admissions/Registration

Broward College Online

Dean of Students
Bldg. 1401, Rm. 147  954-201-7919

Central Campus

3501 SW Davie Road, Davie, FL 33314

1 Joe B. Rushing Hall/Social and Behavioral Sciences
2 College Academy
3 Classroom Building/Honors College
4 Bailey Hall/Visual & Performing Arts
5 Chester Handleman Hall/Fine Arts Theatre/English Department
6A Fine Arts/Arts Gallery
7 John H. Payne Hall/Physical and Biological Sciences
8 Center for Health Sciences
9 Gene A. Whidden Hall/Business Administration, Speech, Language and Journalism
10 George E. Mayer Gymnasium
11 Fitness Services/Gym
12 Computer Science/IT
13 Science Rotunda
14 Buehler Planetarium
15 University College Library
16 Buehler Observatory
17 Student Services
18 Campus Safety
19 Institute of Public Safety
20 Physical Plant – Facilities Management and Warehouse
21, 22 Vehicle Maintenance
23 Building Maintenance/Grounds and Landscaping
24 Public Relations
25 Health Sciences Simulation Center
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**Academic Calendar**

**Fall 2019 (Term 20201)**

<table>
<thead>
<tr>
<th>Session</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Aug. 17</td>
<td>Aug. 17</td>
<td>Sept. 4</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Weekend College classes begin</td>
<td>Aug. 17</td>
<td>Aug. 17</td>
<td>Sept. 7</td>
<td>Oct. 19</td>
</tr>
<tr>
<td>Last day to drop with 100% refund</td>
<td>Aug. 26</td>
<td>Aug. 26</td>
<td>Sept. 11</td>
<td>Oct. 22</td>
</tr>
<tr>
<td>Attendance verification period begins</td>
<td>Aug. 27</td>
<td>Aug. 27</td>
<td>Sept. 12</td>
<td>Oct. 23</td>
</tr>
<tr>
<td>Holiday (Labor Day) No day or evening classes</td>
<td>Sept. 2</td>
<td>Sept. 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to change from credit to audit</td>
<td>Oct. 23</td>
<td>Sept. 19</td>
<td>Oct. 24</td>
<td>Nov. 18</td>
</tr>
<tr>
<td>Last day to withdraw with “w”</td>
<td>Oct. 23</td>
<td>Sept. 19</td>
<td>Oct. 24</td>
<td>Nov. 18</td>
</tr>
<tr>
<td>Holiday (Veteran’s Day) No day or evening classes</td>
<td>Nov. 11</td>
<td>Nov. 11</td>
<td>Nov. 11</td>
<td></td>
</tr>
<tr>
<td>Holiday (Thanksgiving) No evening classes</td>
<td>Nov. 27</td>
<td>Nov. 27</td>
<td>Nov. 27</td>
<td></td>
</tr>
<tr>
<td>No day or evening classes</td>
<td>Nov. 28-Dec. 1</td>
<td>Nov. 28-Dec. 1</td>
<td>Nov. 28-Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>Dec. 10</td>
<td>Oct. 10</td>
<td>Nov. 27</td>
<td>Dec. 10</td>
</tr>
</tbody>
</table>
### Spring 2020 (Term 20202)

<table>
<thead>
<tr>
<th>Event</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Jan. 4</td>
<td>Jan. 4</td>
<td>Jan. 27</td>
<td>Mar. 11</td>
</tr>
<tr>
<td>Weekend College Classes Begin</td>
<td>Jan. 4</td>
<td>Jan. 4</td>
<td>Feb. 1</td>
<td>Mar. 14</td>
</tr>
<tr>
<td>Last day to drop with 100% refund</td>
<td>Jan. 14</td>
<td>Jan. 14</td>
<td>Feb. 4</td>
<td>Mar. 20</td>
</tr>
<tr>
<td>Holiday (Martin L. King, Jr. Birthday)</td>
<td>Jan. 20</td>
<td>Jan. 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development Day</td>
<td>Feb. 21</td>
<td>Feb. 21</td>
<td>Feb. 21</td>
<td></td>
</tr>
<tr>
<td>Holiday (Spring Break)</td>
<td>Mar. 2-8</td>
<td></td>
<td>Mar. 2-8</td>
<td></td>
</tr>
<tr>
<td>Last day to change from credit to audit</td>
<td>Mar. 20</td>
<td>Feb. 10</td>
<td>Mar. 24</td>
<td>Apr. 14</td>
</tr>
<tr>
<td>Last day to withdraw with &quot;w&quot;</td>
<td>Mar. 20</td>
<td>Feb. 10</td>
<td>Mar. 24</td>
<td>Apr. 14</td>
</tr>
<tr>
<td>Classes end</td>
<td>May 3</td>
<td>Mar. 1</td>
<td>Apr. 26</td>
<td>May 3</td>
</tr>
</tbody>
</table>

### Summer 2020 (Term 20203)

<table>
<thead>
<tr>
<th>Event</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>May 11</td>
<td>May 11</td>
<td>Jun. 25</td>
<td></td>
</tr>
<tr>
<td>Weekend College classes begin</td>
<td>May 16</td>
<td>May 16</td>
<td>Jun. 27</td>
<td></td>
</tr>
<tr>
<td>Last day to drop with 100% refund</td>
<td>May 18</td>
<td>May 18</td>
<td>Jul. 1</td>
<td></td>
</tr>
<tr>
<td>Attendance verification period begins</td>
<td>May 19</td>
<td>May 19</td>
<td>Jul. 2</td>
<td></td>
</tr>
<tr>
<td>Holiday (Memorial Day)</td>
<td>May 25</td>
<td>May 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday (Independence Day)</td>
<td>May 25</td>
<td>May 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to change from credit to audit</td>
<td>Jul. 3-4</td>
<td></td>
<td>Jul. 3-4</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw with &quot;w&quot;</td>
<td>Jul. 6</td>
<td>Jun. 5</td>
<td>Jul. 23</td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>Aug. 8</td>
<td>Jun. 22</td>
<td>Aug. 8</td>
<td></td>
</tr>
</tbody>
</table>
Broward College welcomes you and hopes that you will use your time, talents and efforts to become successful in all your endeavors. The Student Services staff, faculty and administration will help you to develop and achieve your goals. Student Services has unique services and functions to provide students with a total package of information, assistance and enrichment. The following people are available to help you achieve your highest degree of success:

### Campus/Center Student Services Administrators

- **James Evans**  
  Central Campus  
  jevans@broward.edu  
  954-201-6522
- **Luz Negron Alvarez**  
  North Campus  
  lnegrona@broward.edu  
  954-201-2300
- **William Soto**  
  South Campus  
  Pines, Weston, Miramar, WHC  
  wsoto@broward.edu  
  954-201-8903
- **Luz Negron Alvarez**  
  Online  
  lnegrona@broward.edu  
  954-201-7919

### College-wide Academic and Student Services Administration

- **Dr. Marielena DeSanctis**  
  College Provost & Senior Vice President of Academic Affairs and Student Services  
  mdesanct@broward.edu  
  954-201-7067
- **Janice Stubbs**  
  Vice Provost of Student Services  
  jstubbs@broward.edu  
  954-201-6464
- **Dr. Jeff Nasse**  
  Vice Provost of Academic Affairs  
  jnasse@broward.edu  
  954-201-7519
- **Neil Cohen**  
  Associate Provost for Student Life & Ombudsperson  
  Title IX Coordinator  
  ncohen@broward.edu  
  954-201-6554
- **Theresa Cowan**  
  Associate Vice President for Financial Aid  
  tcowan@broward.edu  
  954-201-7554
Career Pathways

Now that you’ve decided on Broward College, what will you study? Broward College offers 67 academic programs of study with additional embedded certificates and diplomas with day, evening, and weekend classes plus numerous online course options. With four campuses and five centers in Broward County, you can achieve your higher education goals without commuting far from home.

Broward College has eight meta-majors, more commonly referred to as pathway communities or pathways. Each pathway offers areas of study in several programs that may have common pre-requisites and explore the same interests. Choosing a pathway will provide you with insight into the entire field of study of your interest. To help you with selecting a pathway and creating an educational plan, make an appointment to see an academic advisor.

Here’s the list of Broward College Career pathways, programs, and transfer plans to help transition you to a bachelor’s degree and to help you get started in your career exploration journey.

Arts, Humanities, Communication & Design (AHCD)
Get ready to take the stage with your ability to perform, publish, design, and entertain. You can find your career in the arts, humanities, communication & design field by investing in your education at Broward College.

Areas of study include:
Liberal arts, digital media, multimedia, graphic design, music technology, web development, and mass communication

Pathway Deans
Scott Miller  wmiller1@broward.edu  954-201-6722
Jamonica Rolle  jrolle@broward.edu  954-201-2372
Pathway Dean of Students
John Murphy  jmurphy2@broward.edu  954-201-2300
Pathway Associate Dean of Students
Tom Nguyen  tnguyen@broward.edu  954-201-7420

Public Safety
Take your passion for safety and crime prevention to the next level. Check out the programs Broward College has to offer that can make your desire to help others and maintain order a career you’ll enjoy for years to come.

Areas of study include:
Crime scene, criminal justice, law enforcement, corrections officer, fire science technology

Pathway Dean
Linda Wood  lwood@broward.edu  954-201-6789
Pathway Dean of Students
James Evans  jevans@broward.edu  954-201-6522
Pathway Associate Dean of Students
Kimberly Adams-Golbourne  kadansgo@broward.edu  954-201-2470

Industry, Manufacturing, Construction, & Transportation (IMCT)
Transform your ideas to plans and your dreams into reality. Your dream to fly an airplane or to help plan a beautiful building can be achieved when you enroll in one of Broward College’s exciting programs.

Areas of study include:
Aviation, professional pilot, marine engineering, engineering technology, automotive technology/service management, building construction
Education
Are you passionate about making a difference for the next generation? If so, learn more about what a degree in education can do for you. A great teacher in the classroom starts with the right training.

Areas of study include:
Early childhood education, child care center management, infant/toddler/preschool education, exceptional student education, secondary education, middle grades education

Pathway Dean
Elizabeth Molina  ecarrand@broward.edu  954-201-2502
Pathway Dean of Students
John Murphy  jmurphy2@broward.edu  954-201-2300
Pathway Associate Dean of Students
Alicia Smith Wroble  asmith@broward.edu  954-201-2310

Health Sciences
As our population ages, the need for more healthcare professionals trained in the latest technology increases. Get hands-on training and participate in clinical internships that will help you gain direct patient care, imaging and diagnostics or health informatics experience.

Areas of study include:
Diagnostic medical sonography, emergency medical services, dental assisting/hygiene, health information technology, nursing, pharmacy tech, physical therapy, vision care, nuclear medicine

Pathway Deans
Nora Powell  npowell1@broward.edu  954-201-2060
Sara Turpel  sturpel@broward.edu  954-201-6772
Pathway Dean of Students
James Evans  jevans@broward.edu  954-201-6522
Pathway Associate Dean of Students
Adam DeRosa  aderosa@broward.edu  954-201-8838

Science, Technology, Engineering & Math (STEM)
Some of the most exciting careers are in the STEM industry. If you have good analytical skills, are interested in computers and high tech, cutting-edge innovations this is where you want to focus your energy. Take on your next big challenge and get your degree or certificate at Broward College.

Areas of study include:
Engineering, computer information technology, computer programming/analysis, pre-med, life sciences, Internet/networking, environmental science

Pathway Deans
Eileen Garcia  egarcia@broward.edu  954-201-7934
Theo Koupelis  tkoupeli@broward.edu  954-201-8817
Stephanie Etter  setter@broward.edu  954-201-7919
Pathway Dean of Students
Luz Negron Alvarez  lnegrona@broward.edu  954-201-7919
Pathway Associate Dean of Students
Richard Louis  rlouis1@broward.edu  954-201-8932

Social Behavioral Sciences & Human Services (SBSHS)
Learn how Broward College can expand your passion to impact people’s lives into a career through the SBSHS programs. Sign up for classes and get on track to achieve your goals.

Areas of study include:
Counseling, psychology, sociology, anthropology, social work, recreation management

Pathway Dean
Lulrick Balzora  lbazora@broward.edu  954-201-6514
Pathway Dean of Students
Luz Negron Alvarez  lnegrona@broward.edu  954-201-7919
Pathway Associate Dean of Students
Alicia Smith Wroble  asmith@broward.edu  954-201-2310
Choosing a Transfer Plan and a Career

Choosing the correct transfer plan to help transition you to a bachelor's degree and career is very important to your success at Broward College. All first time in college students will complete Major Explorer in BC Navigate and/or meet with Career Center staff and academic advisors to discuss careers and transfer plans.

To schedule an appointment with an academic advisor:
1. Log in into myBC using Chrome or Firefox.
2. Click on the advising tab and then click on the Advising Appointments link.
3. On your BC Navigate homepage, click on Appointments to the left of the screen to schedule an appointment with your assigned Pathway Advisor.
4. Follow the prompts to complete the appointment process.

To schedule an appointment to meet with Career Center staff, please use the information below:

- Central Campus  Bldg. 19, Rm. 117  954-201-6612
- North Campus  Bldg. 46, Rm. 238  954-201-2355
- South Campus  Bldg. 68, Rm. 100  954-201-8865
- WHC  Bldg. 33, Rm. 219  954-201-7411
- Pines, Weston, Miramar Centers  Bldg. 3101, Rm. 101  954-201-3601

Before you make a decision on a program and career, you need to know what your interests, abilities, and strengths are. The Career Center has different self-assessments that can help you with your search such as Career Coach and FOCUS. Virtual Job Shadow allows you to explore hundreds of career videos. Visit the Career Center Network tab under Student Resources for more information.

Career Coach not only allows you to complete a career assessment, but also allows you the opportunity to access real-time, current job listings in Broward and Miami-Dade counties, career-specific salary projections, job demand and Broward College’s related degree programs.

Additionally, the FOCUS Assessment contains personality, work interest, and skills assessments (create an account, access code is WOLF) which will provide you with:
- Specific occupations
- National average salary
- Job tasks
- Work conditions and environment
- Education requirements
- Outlook
- Professional associations

Once you have a transfer plan in mind, the next step is to explore your options. Connecting a transfer plan to a job title can be done by exploring Match Careers to Majors and/or Career Ladders. Career exploration is a very important step and there are several resources that can provide you with information on job outlook, salaries and required education. Visit Student Resources at www.broward.edu/studentresources/career for more information.

Degrees and Programs at Broward College

Associate of Arts Degree (AA): Complete this 60 credit hour degree in as few as two years (as a full-time student) and you will be guaranteed transfer into one of Florida's four-year public universities. (Please note that it may not be your preferred university and limited access programs require a separate admissions process). See an academic advisor to create your educational plan and receive additional university transfer information including lower level prerequisites for your intended major.

Associate of Science Degrees (AS): Complete a 60-88 credit hour degree, dependent upon the program, in as few as two years (as a full-time student) of specialized training, designed to allow you to enter the workforce in a high-demand career with marketable job skills. You may also choose to continue your education by transferring to a Bachelor’s program such as Broward College’s BAS, BS, or BSN degrees. To maximize the transfer of credits, students are encouraged to pursue a bachelor's program that is closely aligned to their earned AS degree.

Associate of Applied Science Degrees (AAS): Complete a 66-74 credit hour degree, dependent upon the program, in as few as two years (as a full-time student) of specialized training, designed to prepare you for entering the workforce in a high-demand career.

Bachelor Degrees:
- BS in Aerospace Sciences
- BS in Education
- BS in Environmental Science
- BAS in Information Technology
- BAS in Supervision and Management
- BAS in Technology Management
- BAS in Supply Chain Management
• BSN in Nursing: RN-to-BSN program

**Educator Preparation Institute (EPI):** After earning your bachelor's degree, in a field other than education, enroll in our EPI program to prepare for Florida's Professional Teaching Certificate.

**Certificates:** Complete these short but comprehensive training programs designed for entry into highly competitive fields, while earning credits toward an associate degree.

**Advanced Technical Certificates:** Continue your education, post associate degree by earning an advanced training certificate designed to supplement your AS degree.

**Applied Technology Diploma:** Earn a diploma in a specific occupation on the path toward associate degree completion.

**Post-Secondary Adult Vocational Certificate (PSAV):** Complete comprehensive training programs for immediate entry into career fields such as health science, public safety, and aviation.

Gainful employment information is available on individual program websites. For a complete look at the types of degrees and programs available, please visit [www.broward.edu/academics/programs](http://www.broward.edu/academics/programs).

---

**Navigating Broward College**

Students have a greater chance to succeed when they take responsibility for their learning and know how to navigate their educational experience at College.

**Student ID Number**

All Broward College applicants are given a unique number upon application. This number becomes your Student ID. The College does not store academic record information by your social security number. As such, communicate in person and in writing using your student ID number, not your social security number. Applying for Financial Aid, providing verification documentation to the Federal government for aid and applying for employment will be the primary times when your SSN will be utilized or requested. Keep your student number and password in a secure location or memorize it.

**How to access your account**

Broward College sent a communication to your personal email with your Broward College email address, username, and default password. Your Broward College student email is `username@mail.broward.edu`. If you do not know your Username or Email go to our Find my Username page. You will need your first name, last name, your birth date or your student ID.

If you do not know your Username or Email go to our Find my Username page. You will need your first name, last name, your birth date or your student ID.

**What is BC One Access?**

BC One Access is a secure portal that provides access to your BC resources, for example, myBC, D2L, Outlook Email, and Office 365 and more. The secured BC One Access will also provide off-campus access to your accounts.

The first step is to set up your multi-factor authentication. Sign into BC One Access at `oneaccess.broward.edu` or go to [www.broward.edu](http://www.broward.edu) and select Login. You will use your BC email and default password to log in, create your new password, and set up your multi factor authentication.

For assistance with your first time login set up, see the knowledge base article with step by step instructions.

BC One Access provides an extra layer of security to protect your personal information. Remember to add your mobile device, set up your security questions, and create a strong password!

**What is myBC?**

MyBC is the primary portal you will use as a student to monitor your account, conduct registration, review your academic record and Financial Aid, as well as access many important student resources.
Log in to myBC through BC One Access using your BC Email or User Name and Password. Off-campus login will require that you complete the Multifactor Authentication (MFA) process of creating two customized security questions and setting up the OneLoginProtect App on your device.

Instructions on how to log in to myBC using BC One Access are available here.

**Technical Support**

Broward College provides a variety of technical services for students. High-speed internet, printing, scanning, and email using Office 365 and Microsoft Office suite. Online learning is facilitated by Desire to Learn (D2L). Wi-Fi is widely available throughout the College.

The Student Help Center is your one stop shop for student success and is available 24/7.

For technical questions, submit a ticket to the Help Desk.

**College Communication to Students**

The official communication method that Broward College uses to notify its students is through the Broward College email account. All College administration, staff and faculty use your BC email account to communicate with you. All students are eligible to receive a free email account after applying to the College. No other personal accounts will be used for any official College business, so make sure your Broward College email can be accessed and viewed on your handheld devices or accessed through other electronic means.

**BC Navigate**

Students can access Navigate through myBC to make appointments with their assigned academic advisor and monitor their academic plan.

**BC Alert Emergency Mass Notification System**

Broward College has a multi-layered approach to emergency communications called BC Alert. Alerts on a variety of emergency situations are disseminated through telephone calls, text messages, social media platforms, and emails.

The health, safety and welfare of faculty, staff and students are of utmost importance. In order for the BC Alert system to be most effective, users must review their contact information and update it as needed. Please see update instructions below.

Students:
1. Login to myBC.
2. Bring cursor to the “Personal” tab and select “Change Address.”
3. Review and update as necessary.
4. Scroll down to the bottom of the page and click “Update.”

**Privacy of Your Records**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Broward College, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your education records. However, Broward College may disclose appropriate information without consent to those designated as school officials and in the case of emergencies.

In addition, there may be an occasion where law enforcement units are required to disclose personally identifiable information from students' records. Broward College designated law enforcement units employed by the College as school officials with a legitimate educational interest. In all other incidences, as permitted by FERPA regulations, the College also designates and discloses “directory information” without written consent, unless students have advised the College to the contrary in accordance with College procedures.

Directory information is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student’s prior written consent.

Broward College considers the following information as directory information: name, enrollment status, degrees and awards received, and statistics pertaining to a student’s participation in officially recognized sports and activities.

To opt out, visit www.broward.edu/academics/registrar/Pages/default.aspx and click on the FERPA release form. Students should email the completed form to ferpa@broward.edu from his/her Broward College email account. If students do not want Broward College to disclose directory information from their education records without their prior written consent, they can also notify the Admissions Office at any Broward College campus.

**Student ID Cards**

All degree-seeking students are given a student ID card, which may be obtained in the Student Life area of each campus/center. When on campus grounds, you are required to carry your student ID and show your ID when asked. Students who refuse to present their ID card are in violation of Article 10 of the Student Code of Conduct, Policy 5.24. The first ID is given free of charge — there is a replacement fee if lost or stolen. Veterans of the United States armed forces will receive an ID card with a special “V” designation honoring their service. For more information, visit http://www.broward.edu/studentlife/Pages/Photo-ID-Office.aspx

Your student ID card provides you access to:
- Student services
- Academic Success Center materials
- Student activity center
- Bookstore/Financial Aid verification
- Wellness center

Central Campus  Bldg. 19, Rm. 106   954-201-6756
North Campus  Bldg. 46, Rm. 134   954-201-2325
Title IX and Sex Discrimination

Broward College is committed to creating a safe educational environment for all students, faculty, and staff. Sexual misconduct of any kind, including, but not limited to, domestic violence, dating violence, sexual assault, stalking, sexual harassment, or retaliation for reporting such offenses, will not be tolerated. Sexual misconduct also applies in instances where consent cannot be given (e.g., student's age, or use of drugs or alcohol, or other disability). Students are afforded protections from sexual misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged perpetrator or complainant, including when both are members of the same sex.

Students who believe they are victims of sexual misconduct should contact the dean of students on their campus:

Central Campus James Evans Bldg. 19, Rm. 132 954-201-6522
North Campus Luz Negron Alvarez Bldg. 46, Rm. 222 954-201-2300
South Campus Pines, Weston, Miramar, WHC William Soto Bldg. 68, Rm. 207 954-201-8903
BC Online Luz Negron Alvarez Bldg. 1401, Rm. 14 954-201-7919

Depending on the circumstances, students may also contact Campus Safety at 954-201-HELP (4357), and/or local law enforcement.

You may also contact the Title IX Coordinator:

Neil A. Cohen
Associate Vice Provost for Student Life & Ombudsperson
Title IX Coordinator
Bldg. 19, Rm. 133
TitleIXCoordinator@broward.edu
954-201-6554

For additional information, please see the student sexual misconduct website at www.broward.edu/titleix. A complete version of the College Policy and Procedure regarding student sexual misconduct can be found on page 79 of this Handbook.

Smoke and Tobacco-Free College

Broward College is smoke and tobacco free. The use of all smoke and tobacco products is prohibited, including, but not limited to the following:

- Cigarettes
- Cigars
- Pipes
- Smokeless tobacco
- Snuff
- Snus
- Chewing tobacco
- Smokeless pouches
- E-cigarettes
- Any other form of loose-leaf, smokeless tobacco
- Any other nicotine or tobacco delivery device (including vaping devices)

This smoke and tobacco free policy is in effect for all indoor spaces, outdoor locations, including parking lots. To learn more about Broward College’s policy regarding smoke and tobacco, please visit www.broward.edu/tobaccofree.

Campus Safety

The College Campus Safety phone number is 954-201-HELP (4357). The Campus Safety office on each campus provides students, faculty, staff, and visitors with safety tips and information, presence patrols, 24-hour/365-day radio dispatch service, parking/traffic enforcement, as well as lost and found. There are also numerous emergency call boxes located on all campuses. Broward College Campus Safety officers possess Class D security licenses issued by the State of Florida and are certified CPR/AED responders. Incidents of a criminal nature are referred either to police officers assigned to the campus and/or the local police department having jurisdiction over a specific campus or learning center. Each Campus Safety office maintains a daily incident log for that campus, which will be made available upon request.

Reporting a Crime or Incident

Procedures for Reporting a Crime or Incident
1. Call: 911 (for Police, Fire, or Medical Emergency)
2. Call: 954-201-HELP (4357)

All students, faculty/staff members, and guests of Broward College are encouraged to report criminal activity, activity of a suspicious nature, and emergencies of any sort that occur at any of Broward College’s campuses or learning centers directly to the Campus Safety Department as soon as possible to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the College community, when appropriate. Students, faculty/staff, and guests should immediately report crimes in progress and other emergencies by dialing 911. Crimes should be accurately and promptly reported to Campus Safety or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

Campus Security Authorities (CSAs)

For those who would prefer to report a specific incident or crime to someone other than Campus Safety or local law enforcement officers, Broward College has designated certain members of its faculty and staff to serve as Campus Security Authorities (CSAs). Persons designated by the College as CSAs include: Academic Deans and Associate Deans, Student Life Directors and Administrators, The Athletic Director and Assistant Director, Athletic Coaches and Assistant Coaches, Faculty Advisors to student groups/clubs, and Student Affairs Officials. All CSAs receive training and directives in accordance to their participation within the program and are capable of responding to
your report. For the purpose of Clery Act reporting, all crimes reported to a CSA are forwarded to Campus Safety for inclusion in the Annual Security Report.

As a result of the negotiated rulemaking process, which followed the signing into law of the 1998 amendment to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities (CSAs). Pastoral and professional counselors acting in the scope of their professional license are not considered to be CSAs and are not required to report crimes for inclusion into Broward College’s annual disclosure of crime statistics. Professionally licensed counselors can only encourage persons to report crimes to the appropriate authorities. Academic counselors employed at Broward College are not considered professional counselors and are not bound to confidentiality under the Clery Act. Broward College does not employ mental health counselors but instead has a partnership with Henderson Behavioral Health Services to provide services to students in need.

**Student Right To Know**

**Safety and Security Awareness, Education, and Prevention Programs & Campaigns**
Broward College enhances safety and security to the College community through the development of extensive annual educational campaigns consisting of a wide range of primary and ongoing programs, seminars, presentations, and events which are offered on a continual basis. A common theme of all awareness, education, and prevention programs and campaigns is to encourage students, faculty, and staff to be aware of their part in developing a safe and secure community by being responsible for their own security and the security of others. During the 2018 calendar year, Broward College offered several different crime prevention, security, and safety awareness program pieces. Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the 2018 academic year. Included within these programs are those which center on sexual assault, dating violence prevention, and active shooter. Specific program and campaign information can be found in our 2018 Annual Security Report at [http://www.broward.edu/safety/Pages/Annual-Security-Report.aspx](http://www.broward.edu/safety/Pages/Annual-Security-Report.aspx).

In addition to programs, information is disseminated to students, faculty, and staff through crime prevention awareness packets, pamphlets, and other handouts available at all Campus Safety offices and online at [www.broward.edu/safety](http://www.broward.edu/safety)

**Campus Safety Escort**
Campus Safety provides safety escorts to the entire campus community via the Safety Escort Program. Safety Escorts are available to provide walking escorts for students, faculty members, or employees to and from their vehicle, office, or classroom 24 hours a day/7 day a week. Please contact your respective Campus Safety office or security desk officer to request this free service.

**Annual Security Report**
The Department of Safety, Security and Emergency Preparedness is committed to assisting all members of the Broward College community in providing for their own safety and security. In saying this, the Department is pleased to announce the 2018-2019 Annual Security Report & Safety Information is now available. This report, which is a required by federal law, contains policy statements and crime statistics for the College. The policy statements address the College’s policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the College and on public property within or immediately adjacent to the campus. This report is available online. The Department encourages you to print a copy to keep close at hand.

Visit the [www.broward.edu/safety](http://www.broward.edu/safety) to access the Annual Security Report, active shooter information, safety policy information, the College’s emergency plans, helpful brochures and pamphlets, and much more. The 2018-2019 Annual Security Report is available online and in your local Campus Safety Office.

**Academic and Student Support Services**

**Student Financial Aid**

**Accessing Financial Services through myBC**

Tuition and fees must be paid by the assigned payment deadline date. At the time of class payment, the student will be required to pay all obligations such as library fines, parking fines and receivables in full. Unpaid debt may prevent the release of official college transcripts, block additional course registration and restrict access to other resources and services of the College until the debt is paid in full.

Detailed payment instructions are provided in the Schedule of Classes and on the Broward College website. To read the complete student fees, charges and refunds policy (Policy 6.13), acceptance of credit card payment policy (Policy 6.28) and collection of funds owed to the college policy (Policy 6.16), visit [www.broward.edu/legal/policies](http://www.broward.edu/legal/policies). Additional information may also be available in the college catalog. Students are required to maintain current address information with the College. Address information can be updated via the web or at your campus admission’s office.

The Student Financial Aid Office, which includes Veterans Assistance, receives training on Financial Aid regulations and institutional policy and procedures that directly affect all aid awarded through the Financial Aid office. The Financial Aid website is updated daily and provides communications to the students on news and alerts to (1) maintain eligibility with tools for GPA calculation and pace calculation, (2) access electronic forms, (3) enable shorter processing times and direct communication to the student and parent submitting the form, and a single scholarship application, and (4) allow students to easily identify all scholarships offered at Broward College.

The College maintains a call center specifically for Financial Aid questions. The call center guarantees that all students can reach the Financial Aid office and speak to staff.
with secure access to the student Financial Aid records, helping them immediately with questions. The call center supports an escalation queue which prompts communication to the student within a 24-hour period if the call center is unable to provide assistance. Broward College maintains an online portal for students (myBC) where students can check their Financial Aid award status, view communication about any issues related to Financial Aid, and review the amount of the awards to review coverage of tuition and fees. The staff receive a full day of in-service training on a semi-annual basis, ensuring students are receiving current processing information concerning their Financial Aid.

For office hours and additional information visit www.broward.edu/financialaid or call 954-201-2330.

Financial Aid applications must be submitted each year. In order to be considered for the maximum aid available, students must apply for Financial Aid as early as possible. Filing for Financial Aid begins with completing the online Free Application for Federal Student Aid (FAFSA). Broward College will supply students with an estimate Pell Grant award after receiving the FAFSA data in the Financial Aid office. The estimate Pell Grant is used to provide a temporary fund source for paying tuition and fees, however, the Pell Grant will be re-evaluated for eligibility prior to the start of the term in order to reflect actual enrollment status and appropriate eligibility. It is the responsibility of the student to ensure that all appropriate forms and documentation are submitted to the Financial Aid office in order to confirm awards and eligibility. Students can see Financial Aid requirements when logged into their myBC account. Any required documents are reflected as a “Red Flag,” and it is the responsibility of the student to confirm exactly which forms/documents need to be submitted to complete the Financial Aid process. Students should try to complete this process as soon as possible, and failure to do so could result in awards not being posted ahead of the tuition due date. In such instances, the student would have to pay out of pocket and await reimbursement (if eligible) or risk losing their classes. Conversely, given enough time, the Office of Student Financial Services will have awards posted ahead of payment due dates, and if sufficient, tuition and fees will be covered by the tuition due date. Students should always confirm, in advance of their payment due date, whether or not their Financial Aid awards have been posted, adjusted or removed based on eligibility, and should also determine if awards are enough to fully cover their tuition and fees; if not, as stated previously, students are required to pay the balance by the fee due date.

The Broward College Financial Aid website, www.broward.edu/financialaid, provides detailed information on the following:

- How to apply for Financial Aid with a direct link to the FAFSA
- Scholarships
- Student loan types and process
- Student employment opportunities
- Veterans Affairs programs

Grants

Grants are funds provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, and Florida Student Assistance Grant. Pell Grants have a Lifetime Eligibility Usual. Students have the equivalent of 12 full-time semesters of Federal Pell Grant eligibility. The duration of a student’s eligibility includes all semesters that a student received Federal Pell Grant funding. For further information visit the Federal Student Aid website at https://studentaid.ed.gov/sa/types/grants/scholarships/pell/calculate-eligibility

Loans

Loans are financial assistance that must be repaid with interest. Often repayment is deferred while students are enrolled in a minimum of six credit hours. In some cases, the federal government pays the interest while the student is in school. Eligibility for Federal Direct Subsidized Loans is limited to 150 percent of the published length of the academic program.

On-Campus Student Employment

Work-study programs provide on and off campus part-time jobs for students to earn part of their college expenses while gaining valuable job experience. Students may work up to a maximum of 25 hours a week depending on eligibility and funding. Off-campus opportunities place students in areas of career interest, such as teacher aides in local public schools.

Scholarships

Scholarships are funded by Broward College, the Broward College Foundation or generous private donors or organizations. Scholarships are awarded based on various criteria such as academic achievement, financial need, and service to the College. Each scholarship has its own criteria and does not require repayment. Scholarships are based on the availability of funds and cannot be guaranteed. For more information, go online to Broward College Scholarships at www.broward.edu/financialaid. Scholarships administered by the Office of Student Financial Services Office are either awarded in the Financial Aid package or students may complete the online Broward College Scholarship Application. Students should have a completed Financial Aid file (FAFSA and all requested documents). Available scholarships are advertised on the Broward College website in July of each academic year.

Florida Bright Futures Scholarships

These merit-based funds are available to students seeking post-secondary education in Florida. Students must meet eligibility requirements while in high school, and must also notify the state at which school they would like to receive their funding. (The Bright Futures code for Broward College is 062). Bright Futures funding does not fully cover tuition costs; students must confirm their unpaid balance each term and be sure to cover it by the payment due date (if other awards are not available to cover it). To learn about the rules pertaining to initial eligibility and maintaining eligibility, visit the Bright Futures website at www.floridastudentfinancialaid.org. To use and maintain your Bright Futures Scholarship at Broward College, read the following important information:

- **2019-20 AWARDEES**
  Students must apply during their last year in high school (after December 1 and prior to graduation) for Bright Futures eligibility. Bright Futures Scholarships are packaged and awarded by the Financial Aid Office.
- **WITHDRAWALS**
  Students who drop or withdraw hours that were disbursed in a Bright Futures award will be responsible for reimbursing the post-secondary institution for the cost

*End of file*
of course(s) dropped or withdrawn.

• **MAINTAINING ELIGIBILITY**

The minimum GPA to remain eligible to receive Bright Futures is determined by the State and based on the Bright Futures program from which funds have been awarded. Students should check their status and obtain more information online.

**Program Objective Enrollment Compliance (POEC)**

A Program Objective Enrollment Compliance (POEC) review is required for every student seeking federal student aid. The goal of POEC is to determine whether or not all classes within a student’s schedule for a given term are truly necessary for completion of that student’s declared degree. Classes which are identified as unnecessary for degree completion will be flagged as such, and excluded from Financial Aid coverage, i.e. any coursework that is not recognized as being required will be excluded when calculating eligibility for Title IV funds (Pell Grant, Direct Subsidized Loans, Direct Unsubsidized Loans, etc.). Students who qualify for aid, which exceeds the actual cost of their compliant coursework, may be able to apply that difference to non-compliant classes. If excess aid does not exist, the student is responsible for the difference.

**Refunds**

If there is an aid balance once a student’s tuition, fees, books, and supplies for a term have been covered, a refund will be generated and sent to the student. These excess funds are disbursed to the student once the 100 percent refund date has passed and attendance is confirmed by the instructor(s). If a student is enrolled in multiple sessions, their refund amount may be split into multiple checks and disbursed after the 100 percent refund period has passed for each session.

**Veterans Affairs Information**

Veterans who attend Broward College may pursue an Associate of Arts degree, Associate of Science degree, Bachelor’s degree and some certificate programs. Certain GI Bill Education chapters require veterans to file an attendance form each month to maintain their benefits. The Veteran Administration approves courses that satisfy degree requirements. All veteran students and eligible dependents of veterans at Broward College who wish to receive veteran’s educational benefits must meet the admission requirements and complete an electronic certification and any required Department of Veterans Affairs (VA) forms.

For more information, visit www.broward.edu/veterans. Questions regarding the GI Bill can be directed to 1-888-442-4551 or to the website at www.benefits.va.gov/gibill.

**Return of Title IV Funds**

If a student completes 60 percent or more of a term/payment period, the student earns all eligible aid during that term/payment period, and a Return to Title IV calculation is not required. If a student unOfficially withdraws before 60 percent of the term/payment period, and fails to earn a passing grade in at least one course offered over an entire period, then that student is considered to have unOfficially withdrawn. If a student officially withdraws, then this institution will use that date to determine the refund calculation and the amount of aid earned. If the student is considered to unOfficially withdraw from the term/payment period, then this institution will use the midpoint of the term/payment period to determine the amount of aid earned.

This policy governs all Title IV funds including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Subsidized and Unsubsidized Stafford Loans.

Withdrawing could result in a debt to the school, the federal government, or both. Students should register for only the classes that they can successfully complete. By withdrawing from classes, the enrollment will change and the Financial Aid award may be adjusted. Additional information on this policy is available on the Broward College website.

**Satisfactory Academic Progress Policy (SAP)**

All students must make satisfactory academic progress in order to maintain financial aid eligibility. Academic progress is calculated after each term. In order to be considered as having ‘passed’ i.e., met standards, a student must:

• Maintain at least a 2.0 GPA
• Be on track to complete their degree requirements within 150 percent of the required number of credit hours for the program. For example, if a program requires 60 credit hours, the student must complete the degree requirements within 90 credit hours (150 percent).
• Be at a 67 percent completion rate or higher for college-level coursework attempted.

Students who have received Warning Status concerning SAP, or have lost financial aid eligibility, should make an appointment with their academic advisor to develop an Academic Success Plan to determine how to remove the status of SAP Warning or restore eligibility.

**Tuition Payment Plan**

Broward College has partnered with Nelnet Business Solutions to offer a tuition installment plan to help students afford the cost of their education. Students may enroll in a tuition payment plan for any term at Broward College; however, a new plan is required each term. The earlier a student enrolls, the more plan options the student will have to choose from. The tuition payment plan is only available until the day before the term starts. Students who register for later sessions after the start of the term do not currently have this as an option.

Plans range from zero to 50 percent down payment with 2 to 4 monthly payments:

<table>
<thead>
<tr>
<th>Required Down Payment</th>
<th>Number of Monthly Payments</th>
<th>Enrollment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>4</td>
<td>$35</td>
</tr>
<tr>
<td>25%</td>
<td>3</td>
<td>$40</td>
</tr>
<tr>
<td>50%</td>
<td>2</td>
<td>$45</td>
</tr>
</tbody>
</table>

Monthly payments are processed on the 20th of each month and will continue until the balance is paid in full. There are no credit checks and no interest. The student must be registered for courses and provide a method of payment (credit card or checking/savings account) that will be used for the enrollment fee, down payment and
monthly payments. The down payment, along with a $35, $40 or $45 non-refundable enrollment fee will be due at the time of enrollment in the tuition payment plan, $5 of the enrollment fee is being collected on behalf of the institution. While most plans will pay the student's schedule within minutes of completing enrollment, it may take up to one business day for processing so students are advised to enroll before their fee payment due date. Tuition payment plan coverage will be applied to the student's schedule by 2 p.m. of the next business day.

Simple steps to enroll in the payment plan:
1. Log in to myBC
2. From “My Financials,” select “Sign Up Options” then “Tuition Payment Plan” or from “Payment,” select “Tuition Payment Plan”

For additional tuition payment plan information or dates and deadlines visit www.broward.edu/studentresources/cashier or contact your campus cashier's office. Enrollment periods are limited and typically close approximately one day prior to the start of the main session.

**Schedule Changes**

If you drop or add classes or receive Financial Aid or other tuition coverage, you must contact the College's tuition payment plan administrator at 800-609-8056 to have your tuition payment plan adjusted. If the College's tuition payment plan administrator is not notified of these changes, payments will continue to be processed from your bank account or credit card as agreed in the enrollment process. The time frame in which increases may be made to plans is limited to the enrollment period for the tuition pay plan. The last day to decrease or terminate plans is approximately 30 days after the start of the term.

**Refunds**

The College's tuition payment plan administrator will remit all payments to the College within 45-60 days after the end of the drop/add period for the session. Broward College will issue tuition payment plan refunds to students upon receipt.

**Federal Student Financial Aid Penalties for Drug Law Violations**

Under the Higher Education Act (HEA) a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Third offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a qualified drug rehabilitation program that complies with criteria determined by the Department of Education and includes two unannounced drug tests OR the conviction is reversed, set aside, or otherwise rendered nugatory.

**New Student Orientation**

All degree-seeking students new to Broward College are required to complete an online New Student Orientation session prior to enrolling. At the online New Student Orientation, students are informed about programs, types of degrees, support services, engagement opportunities, the use of technology platforms specific to Broward College, safety, code of conduct and Title IX information. Students will then be directed to an Admissions and Registration session that will initiate the career exploration process as it relates to their intended pathway and finalize class registration for their first term. At the conclusion of the session, students schedule an appointment with their assigned academic advisor. Students who have successfully completed a New Student Orientation session are expected to attend First Flight, which serves as a welcome event.
Academic Advising

Academic advising services are offered to all Broward College students. Our mission is to teach and empower you to achieve your academic, life and career goals. As a First time in college (FTIC) student, you are required to attend an advising session during your first term. During this session, advisors use career assessments to engage students in a conversation about their career and vocational goals. In addition, academic advisors develop an academic plan for all new students in BC Navigate at this appointment. Transfer and continuing students are provided academic advising services through individual appointments either in person, by phone, or via Skype. Degree-seeking students can access their academic plan to track their degree progress within their specific program of study.

Following the New Student Orientation, you will be assigned an academic advisor based on your home campus, degree program/transfer major, pathway and last name. Academic advisors are available to all students by appointment at North, Central, South, and Online Campuses as well as Willis Holcombe and Miramar West Centers. In addition, students will receive a welcome email from their academic advisor. To schedule an appointment, log in to myBC - click on BC Navigate and then select “Advising Appointment”.

Contact Academic Advising on each campus/center:
- Central Campus  Bldg. 19, Rm. 116  954-201-6528
- North Campus  Bldg. 46, Rm. 242  954-201-2305
- South Campus  Bldg. 68, Rm. 213  954-201-8875
- Willis Holcombe Center  Bldg. 33, Rm. 219  954-201-7491
- Miramar West Center  Bldg. 3101 Rm. 101  954-201-8449
- BC Online  Bldg. 1401, Rm. 147  954-201-7900

Academic Planning

An academic plan is a sequence of courses you will take each term until you graduate in your selected degree/certificate program. After completing your New Student Orientation, it is required that you attend your first advising appointment. During this appointment, your academic advisor works to confirm your career choice, reviews your degree requirements as you begin the academic planning process. Just like you, your plan is unique. Your academic advisor will work one-on-one with you to determine how many classes you should take each semester, what those classes are and create a detailed academic plan that works for you. Academic advisors assist you to develop an academic plan that gives you a realistic idea of how long it will take for you to graduate and support you to stay on course to completion. The academic plan also serves as a guide to assist you in selecting your courses during early registration. It can also be accessed when you sign into myBC.

You are strongly encouraged to work with your academic advisor and keep them informed of any major changes to your academic plan, such as transfer institution, program or enrollment status. By doing so, academic advisors can work with you to ensure that you have a plan that correctly guides you to academic success and pushes you closer to achieving your educational dreams. If you have not created your academic plan, or need to make updates, please schedule an appointment to meet with an academic advisor.

You can schedule your pathway advising appointment through myBC by following a few simple steps:
1. Log in to myBC on the Broward College homepage.
2. Click the “Advising” link at the top of the page and then select “Advising Appointments.”

Contact Academic Advisement on each campus:
- Central Campus  Bldg. 19, Rm. 116  954-201-6528
- North Campus  Bldg. 46, Rm. 242  954-201-2305
- South Campus  Bldg. 68, Rm. 213  954-201-8875
- WHC  Bldg. 33, Rm. 219  954-201-7491
- Miramar West Center  Bldg. 3101 Rm. 101  954-201-8449
- BC Online  Bldg. 1401, Rm. 147  954-201-7900

Career Services

The College’s Career Centers are located on each of the three main campuses, allowing students to explore their potential career options by providing career exploration services, academic service-learning, and access to volunteer opportunities. Career counseling and interest assessments are provided to all students to assist them with defining their educational goals and modifying their educational plans to ensure timely graduation. The Career Center website provides online access to the College’s primary online employment resource; free for students and local employers to use. The Career Center page includes several additional online tools to assist students in career planning including self-assessment tools, matching careers to majors, resume writing, interviewing tips, and more. The Career Centers have a variety of self-assessments that can help you with your search. You can also explore hundreds of career videos and profiles through Virtual Job Shadow. Log on to www.broward.edu/career to gain access to these helpful tools.

To begin your partnership with the Career Centers, register for the college’s online job board at www.broward.edu/ccn.

Career Centers are located on North, Central and South Campus.
- Central Campus  Bldg. 19, Rm. 116
- North Campus  Bldg. 46, Rm. 129
- South Campus  Bldg. 68, Rm. 100

Finding a Job or Internship

If you are looking for a job or internship, register for the College’s online job board at www.broward.edu/ccn. Employment and internship opportunities posted are designed specifically for you. Other resources such as career exploration, resume assistance, mock interviews, and career-related events are also posted. Visit the Career Center website at www.broward.edu/career for more information about career services and resources available to you.
Tutorial Services

Designed to advance academic achievement, the Academic Success Centers (ASCs) provide currently enrolled Broward College students with a variety of quality support services in a comfortable, collaborative atmosphere. Students are encouraged to utilize ASC services early and often to develop college-level study skills and become independent learners. Services provided by the ASC include:

- Academic support areas, labs and tutoring (accounting, business, computer science, economics, English as a Second Language, modern foreign language, Math, science, STEM, writing)
- Certified tutors
- Collaborative project space
- Graphing calculators (loan)
- Laptops (loan)
- Open computer centers with printing and scanning
- Study groups
- Textbook reserves
- Quiet study spaces

Please visit a location or online at www.broward.edu/ASC

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<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Central Campus</td>
<td>Bldg. 17, First &amp; second floor</td>
<td>954-201-6660</td>
</tr>
<tr>
<td>North Campus</td>
<td>Bldg. 62, Rm. 100</td>
<td>954-201-2260</td>
</tr>
<tr>
<td>South Campus</td>
<td>Bldg. 72, second floor</td>
<td>954-201-8909</td>
</tr>
<tr>
<td>WHC</td>
<td>Bldg. 33, Rm. 430</td>
<td>954-201-7595</td>
</tr>
<tr>
<td>Pines Center</td>
<td>Bldg. 101, Rm. 148</td>
<td>954-201-3619</td>
</tr>
<tr>
<td>Miramar West Center</td>
<td>Bldg. 3101, Rm. 130</td>
<td>954-201-8462</td>
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Online Tutoring Services

Online tutoring services are available for currently enrolled Broward College students. Through this service, students can access practice tests and review materials in various academic subjects, and work with a tutor in a live, interactive and engaging virtual learning environment. Online tutoring can be accessed 24/7 through a student's myBC account or Desire to Learn (D2L). Live one-on-one help is available on a limited basis per student, per semester. Students can manage their time through the available minute counter located on the site's home page.

Libraries

Broward College's joint partnerships with Broward County and Florida Atlantic University offer three physical libraries and an Online Librarian to provide academic and virtual support for programs of study. At the University/College Library, a joint-use facility with FAU at our Central Campus, students use their student ID cards as library cards. Students visiting the North and South Campus libraries or and County branch locations affiliated with our Centers, use their Broward County Library public library cards to check out print materials; but use their student ID cards to access electronic resources. To access electronic resources (eBooks, journals, articles, newspapers, videos and more) 24/7, visit the Broward College Libraries homepage, ucl.broward.edu, or sign in through your Desire to Learn (D2L) course shell. Some of the services provided at the library include:

- Research assistance
- One-on-one student consultations
- Single use and collaborative study spaces
- Interlibrary loan
- Print and electronic research materials
- Course reserves (including textbooks. North Campus Reserves are in the Academic Success Center; South Campus Reserves are in the Library)
- Archives and special collections (located at Central Campus)

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<th>Location</th>
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<th>Phone</th>
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<tr>
<td>Central Campus</td>
<td>Bldg. 17</td>
<td>954-201-6648</td>
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<td>North Campus</td>
<td>Bldg. 62</td>
<td>954-201-2600</td>
</tr>
<tr>
<td>South Campus</td>
<td>Bldg. 81</td>
<td>954-201-8825</td>
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<tr>
<td>BC Online</td>
<td>Cypress Creek</td>
<td>954-201-7918</td>
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There are additional public libraries throughout Broward County that are not facilities directly affiliated with Broward College but are located near Broward College Centers and may have resources to assist you. Examples include Pines Center, Building 101, 954-201-3619 or the Willis Holcombe Center (WHC) near the Broward County Main Library, 954-357-7444.

Accessibility Resources: Services for Students with Disabilities

Broward College complies with the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973. These laws guarantee students an equitable opportunity to participate in all courses, programs, and activities that the College offers. In support of this legislation, Accessibility Resources works directly with students with disabilities, who choose to self-identify and register, to facilitate the provision of appropriate individualized accommodations. For more information, contact the Accessibility Resources office that serves your campus:

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<th>Location</th>
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<tr>
<td>Central Campus</td>
<td>Bldg. 19, Rm. 116-0</td>
<td>954-201-6527</td>
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<tr>
<td>North Campus</td>
<td>Bldg. 46, Rm. 209</td>
<td>954-201-2313</td>
</tr>
<tr>
<td>South Campus</td>
<td>Bldg. 68, Rm. 263</td>
<td>954-201-8913</td>
</tr>
<tr>
<td>Miramar, Pines and Weston Center</td>
<td>Bldg. 68, Rm. 263</td>
<td>954-201-6766</td>
</tr>
<tr>
<td>Collegewide Deaf Services</td>
<td>Bldg. 68, Rm. 263</td>
<td>TDD: 954-201-6445</td>
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<td></td>
<td></td>
<td>Video Phone: 954-635-5850</td>
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504/ADA Coordinator
Craig Levins
District Director of Accessibility Resources
North Campus, Bldg. 46, Rm. 209
954-201-2313
Seahawk Outreach Services

Broward College Seahawk Outreach Services (SOS) is committed to partnering with college departments and community agencies to provide services to students facing challenges in an effort to positively impact enrollment, retention, completion and post-graduation success.

SOS supports students experiencing the following challenges:

• Housing/Home and Food Challenges (Temporary Living Arrangements)
• Trouble Balancing School, Family, and Work
• Transitioning from Foster Care to Independence
• Guidance with Community Resources

SOS provides the following services:

• Coordinated Care – SOS provides a case management approach to assisting students which promotes persistence, retention and degree completion.
• Coaching for Success – SOS mentors students individually to discuss college support resources to guide them through academic challenges while creating an action plan to help them succeed.
• Student Success Workshops – SOS provides face-to-face seminars and webinars that teach academic skills such as:
  - Time Management
  - Grit/Growth Mindset
  - Overcoming Test Anxiety
  - Financial Literacy
  - Study Skills
  - Goal Setting
• Community Support – SOS connects students with appropriate community resources to address challenges related to food and/or housing insecurities, financial crisis, domestic abuse, legal issues, aging out of foster care, etc.

Visit our website at www.broward.edu/studentresources/seahawkoutreach, email us at sos@broward.edu, or contact one of our locations:

- Central Campus  Bldg. 19, Rm. 102  954-201-6359
- North Campus   Bldg. 46, Rm. 237  954-201-2310
- South Campus   Bldg. 68, Rm. 252  954-201-8313

Information Technology

Broward College provides a wide variety of technology services for our students. We provide access to high-speed Internet on campus in our open computer labs, our academic success centers, and college-wide WiFi for our classroom laptop carts and students who bring their own devices.

Our students have access to email and cloud storage using Office 365 and access to the Microsoft Office suite for their personal devices while attending Broward College. Online learning is facilitated using Desire to Learn (D2L) and Blackboard Collaborate. An online helpdesk system is available 24 hours a day, seven days a week if a student encounters a problem accessing these services on the College premises or remotely.

Information Technology provides and supports the following student services:

• All computer labs and software
• Printing and scanning
• Email systems (Office 365)
• Desire to Learn (distance learning tool)
• Online tutorials
• Online transcripts
• Fee payment systems
• Helpdesk for students (password resets and online access)
• College-wide high-speed Internet access (WiFi)

Broward College Student Pay-For-Print

Broward College partnered with Ricoh to provide paid copy and printing services to the students, faculty, administration and staff necessary for education. Student Pay-for-Print provides the easiest way for users to access, pay and print in a completely self-serve environment, offering enhanced mobile and cloud capabilities. The new print kiosks utilize the EFI™ M500 Station with Ricoh Multi-Function Device (MFD) technology. Please note the following:

• Print from email, cloud services, USB drives and mobile devices
• Print from cloud services such as PrintMe, Microsoft One Drive and Google Drive™
• Current payment options include: cash cards available at many vending machines near the Pay-For-Print stations and credit card payments through Visa, MasterCard and Discover. Black and white copy and prints 8 1/2”x11”: 10 cents per page
• Color copy and prints: letter 30 cents, legal 40 cents and ledger 60 cents per page.
• Devices are located in or near the Academic Success Centers or strategic locations across the College.

Visit www.broward.edu/studentresources/pay-for-print for the most updated information.

Minority Male Initiative (MMI)

Committed to closing achievement gaps between its male learners, Broward College continues to find new ways to provide sustained support to help students overcome barriers or challenges. The Minority Male Initiative focuses on supporting completion goals, as well as improving persistence and retention rates among these students. For more information about the program, contact: Thomas Walker at twalkeri@broward.edu or 954-201-2360 or Ceressa Freeman at cfreeman@broward.edu or 954-201-7319.

Testing Services

Broward College Testing Centers provide a wide array of assessment and proctoring services to all students and the community. The tests available include (but are not limited to): Test of Adult Basic Education (TABE), Postsecondary Education Readiness Test (PERT), Levels of English Proficiency (LOEP), Computerized Placement Test (CPT), College Level Examination Program (CLEP), Computer Literacy Exam, BYU Foreign Language Achievement Test Service (BYU FLATS), Health Education Systems Inc. (HESI) exam, Pearson VUE and Certiport exams, CTC-CIW, NOCTI, proctoring
services, and more.

Students must come prepared on test day with valid photo ID, referral form, and paid receipt (if applicable). For more information about testing locations, hours of operation, services provided, and test preparation, please visit the Broward College Testing website at www.broward.edu/testing or visit or call:

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<td>North Campus</td>
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<td>954-201-2345</td>
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<tr>
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<td>954-201-8884</td>
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<tr>
<td>WHC</td>
<td>Bldg. 33, Rm. 307</td>
<td>954-201-6134</td>
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<tr>
<td>Miramar West Center</td>
<td>Bldg. 3101, Rm. 123A</td>
<td>954-201-8459</td>
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Student Clubs and Organizations

Broward College provides a variety of opportunities for students at the associate and bachelor degree levels to pursue special interests, develop leadership skills, participate in service projects, and enjoy related activities through college-sponsored groups. Clubs and other organizations contribute to the leadership and engagement of students by providing a range of social, educational, business, religious, leadership, multi-cultural, artistic, and academic groups that are open to all students. Although activities vary somewhat by location, students are not limited to participation at their “home” campus. These groups provide the opportunity for students to celebrate diversity, collaborate with students/faculty/staff, and enhance/support the learning outcomes of the classroom.

For more information about a student organization, or to join a club, contact the Student Life Office or visit www.broward.edu/StudentLife.

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<td>South Campus</td>
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<td>WHC</td>
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<tr>
<td>Pines Center</td>
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<td>Tigertail</td>
<td>954-201-4500</td>
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<tr>
<td>BC Online</td>
<td>954-201-7900</td>
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Active Clubs as of Fall 2019

4th Wall Theatre Club - Central
Accounting Students Association - North, Central, South
Aerospace Maintenance Club - South
African Student Union - South
AIAS Broward College (American Institute of Architecture Students) - South
American Criminal Justice Association - Central
American Institute of Architecture Students - WHC
Art Club - North, Central
Asian American Club - Central
BC Alternative Breaks - South
BC Campus of NAACP – College Division - South
BC F.I.T. (Fitness Improvement Training) - Central
BC Gaming Empire - South
BC Graphic Design - South
BC Soccer Supporters - South
Be the Change: Social Activism - Central
Campus Christian Ministries - Central
Caribbean Student Association - Central
Circle K International - Central
Club Clio - South
Crime Scene Investigation - Central
Critical Thinking Club - Central
Dance and Fitness Club - North
Dance Club - Central
DECA - North, South
Digital Multimedia Technology Club - South
Disciples on Campus - Central
Distinction Society - South
Diving Club - Tigertail
Engineering Club - Central
Film Club - Central
Food for Thought - South
Friday Fitness - Central
Friendly Fire Gaming - Central
Gay Straight Alliance (GSA) - Central
Gender-Sexuality Alliance (GSA) - North, South
Hispanic Club - Central
Her Campus - North
In Tech - Central
International Club - North
International Students Club - Central, South
InterVarsity Christian Fellowship - North, South
Lambda Omicron Delta & Mu Omicron Delta - South
Lambda Omicron Lambda - South
Latino & Hispanic Culture Club - Central
Latin American Student Association - Central
Live Out Loud (L.O.L.) for Christ - North
Muslim Student Association - North, Central
Nursing Club - North, Central, South
Ocean Conservation Club - Central
Student Government Association

The Student Government Association (SGA) at Broward College represents the student body and acts as the voice of the students in all degree programs, including associate and bachelor degree levels. The Student Government Association provides opportunities for students to actively participate in college standing governance committees and provides an official forum for students to inform the College from the students’ perspective. All students are represented by the Student Government Association. Each campus elects a Student Government Association president, executive board, and senate. Selected students become involved in district and state level events.

Students involved in SGA will learn teamwork, conflict resolution, communication skills and the legislative process.

For more information, contact the SG office on your campus:

Central Campus   Bldg. 19, Rm. 106   954-201-6846
North Campus     Bldg. 46, Rm. 138  954-201-2461
South Campus     Bldg. 68, Rm. 275  954-201-8997

Student Publications

Student Journalism - The Observer

This publication is the bi-monthly college-wide student newspaper. The award-winning student newspaper gives students the opportunity to learn a variety of areas in journalism such as writing, reporting, photography, desktop publishing, and design. The Observer informs the student body and college community, offers a formal workshop series on different journalism topics, officers an annual journalism boot camp, and provides one-on-one instruction between the adviser and students.

Although The Observer’s main office is located on South Campus, Bldg. 68, Rm. 268, students from all campuses are encouraged to participate. For more information, contact The Observer office at 954-201-8035 or via email at theobserverbc@gmail.com and check out the newspaper’s website at thebrowardcollegeobserver.com.

Student Literary Magazine - Panku

This publication is the award-winning college-wide literary arts magazine published twice yearly under the direction of an English faculty member. Panku promotes students' creativity through the display of creative work such as art, poetry, short stories, photography, and digital art.

Students from all campuses are encouraged to not only submit work, but to be part of the staff. For more information, check out the magazine’s website at www.broward.edu/panku.

Competitive Academic Teams

The Robert “Bob” Elmore Honors College is home to four academic teams. These teams consist of two coaches that help advise the team as they pursue high profile tournaments.

Brain Bowl

The Broward College Brain Bowl team competes with other participating Florida colleges. Each team consists of up to five members. The first competition is among assigned regions. Winners of the regional tournaments compete in the state tournament, usually held in February or March. Brain Bowl members also participate in the National Academic Quiz Tournaments (NAQT), a nationwide college competition. The Brain Bowl team at Broward College has a proven track record of victories in the regional, state and nation.

Math Team

The Broward College Math Team competes at the annual Florida state Math Olympics at the University of North Florida in Jacksonville. There are two parts to the event: a team portion and an individual portion. Winners take home trophies and cash prizes. Teams usually meet with the coaches on a weekly basis to practice. A Math level of Calculus II is recommended.
**Model United Nations**

The Broward College Model United Nations (MUN) team researches and debates various international topics. Our United Nations simulation conferences take place across the country and students compete with local colleges as well as top-tier national universities. Typically, the MUN team competes in three to four conferences a year, two in the fall, two in the winter. As well as attending United Nations simulations and crisis-themed conferences, students can expect to participate in on-campus training and events.

**Forensics (Speech/Debate)**

The Broward College Forensics Team competes in the Florida College System Activities Association. In intercollegiate forensics (speech/debate) there are two classes of competition: Debate and Individual Events. Debate events include: Lincoln Douglas, Policy, and Parliamentary. Individual events include: prose, poetry, screen plays, movie/radio scripts, and several types of platform speeches. There are also two categories of what is called limited preparation.

For more information on any of the Competitive Academic Teams, visit the honors website at www.broward.edu/honors.

**Intercollegiate Athletics**

Broward College Intercollegiate Athletics fosters the development of physical, intellectual, emotional and social skills in student athletes and encourages them to carry these lessons not only onto the playing field, but also into the classroom and community. Broward College is a member of the National Junior College Athletic Association and the Florida College System Activities Association, where it competes in eight sports as a member of the FCSAA's Southern Division.

The College currently fields teams in men's and women's basketball, men's and women's soccer, men's baseball, women's softball, women's volleyball, and women's tennis.

Athletic schedules can be found at www.broward.edu/studentlife/athletics.

**Intramurals**

Broward College offers opportunities for students to participate in intramural sports at each campus. Historically, the College has offered recreational and competitive offerings in basketball, flag football, soccer, volleyball, kenpo, etc.

The intramural program offerings differ on each campus and are subject to change. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times and details for signing up, contact your local Student Life Office:

- **Central Campus**: Bldg. 19, Rm. 106, 954-201-6756
- **North Campus**: Bldg. 46, Rm. 138, 954-201-2484
- **South Campus**: Bldg. 68, Rm. 188, 954-201-8911

**Tigertail Lake Recreation Center**

The Tigertail Lake Recreational Center offers Broward College students the opportunity to learn sailing, windsurfing, scuba diving, kayaking, canoeing, and teambuilding on the high and low ropes course. The students who utilize Tigertail Lake Recreational Center have the unique opportunity to learn valuable skill sets in both hands-on practical experiences as well as personal growth and leadership skills.

Open 7 days a week, 9 am – 5 pm for stand-up paddleboarding, kayaking, canoeing and playing on the floating inflatable Aqua Challenge! We provide the required life jackets. We also offer classes and rentals for windsurfing and sailing. Many of these opportunities are FREE or greatly reduced for current Broward College students and Broward College employees; even pricing for the public is very reasonable.

Tigertail Lake also plans adventure trips, including sailing, scuba diving, camping, kayaking and biking all around South and Central Florida. These trips are available to everyone, again with current Broward College students and staff receiving discounts.

Open Climb Challenge – This event takes place quartery on a Sunday afternoon. Challenge yourself on our 40-foot rock wall, rope ladder, tube climb and much more. Please wear comfortable clothing and close-toed shoes; all other safety equipment will be provided. This activity is FREE for Broward College students, with a nominal fee for Broward College employees. Friends and family of Broward College students and staff are also invited to join in the fun.

American Red Cross Lifeguard classes are available at Tigertail Lake Recreational Center. Receive a two-year certification in Lifeguarding, First Aid, and CPR/AED for the Professional Rescuer from the American Red Cross. Call for upcoming classes and prices.

If you're interested in exploring the underwater world by Scuba diving – Tigertail Lake offers PADI Open Water certification through traditional classes, e-learning, semiprivate and private classes.

For more information, call 954-201-4500, or visit the Tigertail website at www.Tigertaillake.com. Tigertail is located at 580 Gulf Stream Way, Dania Beach, FL 33004, right off Griffin & I-95.

**Student Mental Health Counseling**

**Broward College Policy 5.32**

Broward College students in need of brief mental health counseling will be able to seek services at Henderson Student Counseling Services. Henderson Student Counseling Services is a leader in behavioral healthcare providing comprehensive, recovery-focused services. Services range from stress management and coping strategies to psychiatric assessment and crisis intervention. Henderson is accredited to provide Student Counseling Services by the Commission on the Accreditation of Rehabilitation Facilities (CARF). Students can access information about Student Counseling online at www.broward.edu/studentresources/Pages/assistance.aspx or by calling 954-424-6916.
Please note that students should expect privacy and confidentiality when seeking counseling, however, the Health Insurance Portability and Accountability Act permits a covered entity to disclose patient health information, including psychotherapy notes, when the covered entity has a good faith belief that the disclosure: (1) is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others and (2) is a person(s) reasonably able to prevent or lessen the threat. This may include, depending on the circumstances, disclosure to law enforcement, family members, the target of the threat or others who the covered entity has a good faith belief can mitigate the threat.

Credit students can see a counselor for up to 6 free visits per year.

**Dining/Cafeterias and Vending Services**

Broward College Dining Services are contracted by the college and function as a service to the students, faculty, staff and administration by providing healthy dining options for the College community. The College Dining Services offers a variety of options in the various food courts and branded food concepts located at Central, North and South campuses. Dining Services also provides catering services to Broward College. A complete list of menu items, including prices, hours of operation and catering guide are available by visiting www.broward.edu/studentresources/dining. Dining Services accepts cash and credit cards.

Dining locations:
- Central Campus Food Court  Bldg. 19, Rm. 110  954-201-6459
- Central Campus Dunkin Donuts  Bldg. 17, Rm. 130  954-201-6423
- North Campus Food Court  Bldg. 46, Rm. 115  954-201-2042
- South Campus Food Court  Bldg. 68, Rm. 172  954-201-8335
- South Campus Dunkin Donuts  Bldg. 73, Rm. 101  954-201-8335

**Vending Services**

Vending Services are contracted by the College and function as a service to the students, faculty, and staff by providing conveniently located snack and beverage machines throughout the campus community. If you encounter a service or sales issue at any vending unit, please note the machine number and contact the phone number on the machine to report the issue and or receive a refund. To receive an immediate refund on Central, North and South campus, the Campus Bookstore can assist you.

**Bookstores**

Broward College contracts with Barnes & Noble College Booksellers for the operation of bookstores at each campus and most centers. The bookstores offer students access to the largest selection of affordable course materials through its bookstores – including new, used, digital and rental textbooks, trade books and reference books. The College also provides an extensive assortment of non-textbook merchandise that is refreshed continuously to meet the wants and needs of our customers. From customized school spirit apparel, gifts and graduation necessities to convenience items, uniforms and supplies and the latest technology products, your bookstores have students covered.

Students can also place an order for textbooks for pickup by visiting the bookstore website at broward.bncollege.com.

Broward College Bookstores proudly serve at the following locations:

- Central Campus Bookstore  Bldg. 19, Rm. 115  954-201-6830
- North Campus Bookstore  Bldg. 46, Rm. 125  954-201-2224
- Eido's Café  Bldg. 41, Rm. 181  954-201-2833
- South Campus Bookstore  Bldg. 67  954-201-8805
- Miramar West Center Bookstore  Bldg. 3101, Rm. 133  954-437-7888

Note: The Miramar West Bookstore serves Miramar Town Center, Pines Center and Weston Center. The Central Campus Bookstore serves Broward College Online, WHC and Tigertail Lake Center. The North Campus Bookstore also has Eido's Café, serving Health Sciences students and providing grab and go snack options.

**Fitness Centers**

Students, staff and faculty, whether full- or part-time, have free access to various fitness centers at different campuses. Broward College's fitness centers encourage physical health and well-being by providing the facilities to everyone free of charge. There are a large variety of free weights, machines and cardio equipment.

In order to gain access to the gym, you will need to bring the following items: Broward College Student ID card, towel and workout clothes. Contact the fitness center on your campus to check the schedule.

Exercise facilities locations:
- Central Campus  Bldg. 11  954-201-6948
- North Campus  Bldg. 60  954-201-2314
- South Campus  Bldg. 65  954-201-8972

**Student Life Skills (SLS) Courses**

SLS courses reinforce career and educational planning to first-year students through the teaching of skills to support academic success, such as time management, notetaking, study skills, and the availability of academic and student support services.

**Organizations Exclusive to Baccalaureate Students**

- Kappa Delta Pi International Honor Society in Education
- International Society of Baccalaureate Scholars
Robert “Bob” Elmore Honors College and Honor Societies

Robert “Bob” Elmore Honors College

Qualified students who wish to enhance their college experience and participate in a dynamic learning community should consider applying to the Robert “Bob” Elmore Honors College. Current Broward College associate degree students can apply for admission if they are eligible for college-level Math and English courses and have earned at least a 3.5 Overall/Honors GPA in six credit hours or more of college-level coursework.

From English composition to anthropology to biology and statistics, the Honors College provides classes in many different academic disciplines and limits enrollment to a maximum of 20 students in each class. All Honors sections include special projects and advanced research components designed to challenge students and prepare them for upper-division coursework. Honors students who complete 15 credit hours of Honors coursework (including IDH2121-Honors Interdisciplinary Studies course) can also earn the Honors Certificate. Honors students also receive the benefit of priority registration and many receive Honors Term Scholarships. The Honors College also sponsors extracurricular activities and service opportunities.

For more information, contact 954-201-7645 or HonorsCollege@broward.edu. Students can also stay informed or ask questions about Honors via Twitter, Facebook, or YouTube and at the following campus locations:

Central Campus Bldg. 3, Rm. 101

Honors Student Committee

This club promotes scholarship, leadership and service among honors students and faculty.
Location: North, Central, South

Phi Theta Kappa

This is the international honor society serving American two-year institutions. Members must have a 3.5 GPA or higher after completing 12 credit hours and paying lifetime membership dues.
Location: North, Central, South

Sigma Kappa Delta

This club is the National English Honor Society. Through participation in this society, students can share their love and appreciation for English literature and language.
Eligibility: Minimum 3.0 GPA, at least 12 college credits, and a grade of a B or higher in a college-level English course, plus the lifetime membership fee.
Location: North, South

Honors Societies

College Academy National Honors Society
This club promotes community service and school spirit.
Location: Central

International Society of Baccalaureate Scholars
This organization recognizes the distinguished scholarly achievements of top-ranked college upperclassmen pursuing baccalaureate degrees at community colleges.
Location: Collegewide

Kappa Delta Pi International Honor Society in Education
This organization recognizes excellence and helps education majors develop ideals of scholarship and promise in teaching.
Location: Central

Community Volunteerism

If you’re interested in volunteering in your community, contact the Office of Volunteerism and Leadership:

Central Campus Bldg. 19, Rm. 106 954-201-6568
North Campus Bldg. 46, Rm. 138 954-201-2325
South Campus Bldg. 68, Rm. 275 954-201-8973
WHC Bldg. 33, Rm. 111 954-201-7377
Pines Center Bldg. 100, Rm. 118 954-201-3630
Student Rights and Responsibilities

IMPORTANT NOTE: Broward College reserves the right to amend policies and procedures at any time. For the most current version of Broward College policies, please check online at www.broward.edu/legal/policies/

College Transfer Guarantee

State Board of Education Rule 6A-10.024

Students who graduate from the Florida College System with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement:

- Admission to a Florida State university System Institution, although it may not be the student’s preferred choice Institution; note that limited access programs require a separate admissions process.
- Acceptance of at least 60 semester hours in an established program of study by the State university System Institution.
- Adherence to the State university requirements and policies, based on the catalog in effect at the time the student first enters a State College, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System (SCNS).
- Acceptance by the State university of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate and AICE).
- No additional General Education Core requirements. After a State university or State College has published its general education core curriculum, the integrity of that curriculum shall be recognized by the other public post-secondary institutions. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public post-secondary institution to which he or she may transfer shall require any further general education courses.
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.

Excess Hours Advisory Statement

Florida Statute, Section 1009.286

Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. “Excess hours” are defined as hours that go beyond 120 percent of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 percent x 120).

Course Withdrawals

Broward College Policy and Procedure 5.36

Students are required to drop courses before the 100 percent refund date or they could owe any associated tuition and fees and/or receive a failing grade. Students bear full responsibility for dropping courses before the 100 percent refund date. Students should not assume that their classes will drop for non-payment or non-attendance.

Family Educational Rights and Privacy Act (FERPA)

Broward College Policy and Procedure 5.03

Broward College (“College”) will provide access to student records in accordance with the Family Educational Rights and Privacy Act (“FERPA”) and section 1002.22, Florida Statutes. All requests for student records must be made to the Custodian of Records through the Office of General Counsel.

Student Records should not be created or retained without a legitimate educational purpose for the information contained therein.

The College will protect the confidentiality of a student’s record and share information only with members of the College community who have a legitimate educational interest, to another educational institution when the student is seeking or intending to enroll at that institution, is part of an authorized Federal, State, or local audit of such records in compliance with applicable law, in connection with the determination of financial aid eligibility or enforcement, pursuant to a lawfully issued court order, a properly prepared subpoena, to a contracted vendor of the College performing an authorized service where there is a legitimate educational interest for the vendor to have access to such records, or the information is designated directory information.

In response to a lawfully issued court order or a properly prepared subpoena, the College will seek to notify the student or the student’s representative counsel when educational records are requested and before these records are released.

Student records of a counseling or non-academic nature will not be made available to any outside person without written authorization from the eligible student or parent unless those records are specifically requested in conjunction with federal or state laws or court orders. In the case of properly prepared subpoenas, the release of the record will only be given when the student has been notified and payment of the fee established by the Board of Trustees has been paid.
The Policy and the Student
FERPA and the Student

Students have the right to inspect their own official records and to authorize the College in writing to release information to outside sources. In accordance with the provisions of section 1002.22, Florida Statutes, eligible students and parents have a right to challenge the content of their record in order to ensure that the records are accurate, not misleading, or otherwise a violation of privacy or other rights. An eligible student or parent may exercise his/her rights under these provisions by submitting a request in writing to the Office of the Associate Vice President for Academic Affairs/College Registrar.

Student-generated documents are not considered working documents of the College or permanent student records, and it is the responsibility of the student to appropriately dispose of those documents. A student-generated document is for his/her own use. When such a document is presented to the College, it shall be reviewed and then returned to the student or eligible parent.

FERPA and the Parent of the Student

According to FERPA Regulations 34 C.F.R. § 99, and section 1002.22, Florida Statutes, the parents of a student who has reached the age of 18 years or is enrolled in a post-secondary program no longer have any rights under the provisions of this policy, unless the student gives written consent to release the information to their parents, or the parent provides evidence that the student is a dependent of the parent as defined in the Internal Revenue Code. The parent of a student is required to establish his/her eligibility by providing dependency documents, including but not limited to, providing the most recent copy of a Federal Tax Return naming the student as a dependent. Such documentation must be provided in person to the Campus Associate Dean of Students in the Admissions Office. Campus Chief Student Affairs Officer (Dean of Students). The record provided will be for viewing and validation purposes only and not retained.

FERPA and Directory Information

Schools may disclose, without consent, “directory” information; however, the College must annually notify students and parents of their rights under FERPA to “opt out” of the release of directory information. The College notifies its students at the beginning of the fall and winter term in the student newspaper and the annual printing of the Student Handbook. The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

In accordance with the Solomon Amendment, 10 U.S. Code § 983 and section 1004.09, Florida Statutes, the College shall grant military recruiters access to recruiting information including the names, addresses, telephone listing, dates and places of birth, levels of education, academic major; degrees received, and most recent educational institution for students attending the College. The information provided to military recruiters is not subject to the definition that the College has established for “directory information” as defined in this Policy. Students who opt out of the release of College directory information will also be considered to have opted out of the release of military recruitment information.

FERPA and Outsourcing

The College may enter into agreements with outside vendors to provide services to the College that it cannot or chooses not to provide through internal resources. In such situations, the College will ensure that the contractor will make student records available only to those individuals where there is a contractual relationship to provide such services. The College will ensure that the contracted vendor will not disclose personally identifiable information without the College’s consent as allowed by an authorized FERPA exception.

FERPA and other Educational Institutions

Student records will be released at the request of the student if the student is seeking or intending to attend another educational institution.

FERPA and Health and Safety

In cases where there is a health and safety emergency, all College personnel are authorized to utilize any information as necessary to protect the health and safety of persons and property. Such release of information will not be considered a violation of College Policy. To the extent possible, the College will attempt to share information regarding the presence of students who may have a communicable disease (i.e. H1N1) without disclosing personally identifying data about the infected student. In instances where members of the College community have been exposed to a communicable health risk from a student, the College will, on a case-by-case basis, make a determination whether a disclosure of the infected student’s name is necessary to protect the health or safety of other persons or whether a general notice is sufficient.

Law enforcement unit officials or safety officials employed or contracted by the College are designated as “school officials” with a “legitimate educational interest.” As school officials, the College may disclose without consent personally identifiable information from students’ education records to law enforcement or safety officials in order to perform their professional duties and to assist with discipline and other matters related to official duties at the College. Law enforcement may not re-disclose any personally identifiable information from the student’s education record, except in compliance with FERPA. Specific law enforcement records maintained separately from education records are not subject to FERPA.

The Policy and the Faculty and Staff

Student records information may be released to faculty and staff for legitimate educational purposes. Faculty and staff will not release student records to any third-party individual without authorization from the student or parent, as appropriate.

Faculty and staff may not release educational records to the parents of a student, except when the student has given written consent to release such records, or if the parent provides evidence that the student is a dependent of the parent as defined in the Internal Revenue Code. The parent of a student must establish his/her eligibility by providing dependency documents, including, but not limited to, providing the most recent copy of a Federal Tax Return naming the student as a dependent. Such documentation must be provided in-person to the Campus Associate Dean of Students in the Admissions Office.

Should faculty choose to post grades publicly, each student must be given a unique ID (other than the student’s College issued ID or Social Security Number) known only to the faculty and student. Names or other personally identifiable information cannot be included in such postings.
Implementation and Oversight
The College President has the authority to establish procedures to implement this policy. The Custodian of Records is responsible for implementation and oversight of policy compliance. Requests for information containing student records, from third parties, including but not limited to court orders, properly prepared subpoenas, authorized federal and state requests, etc., should be directed to the College's Office of General Counsel. Records will be released in compliance with federal and state laws and Broward College policy governing student records.

Violation of Policy
Students and eligible parents who believe there has been a violation of their rights regarding student records are encouraged to contact the Associate Vice President for Academic Affairs and College Registrar. If a resolution is not reached, students and eligible parents may grieve the alleged misconduct in accordance with section 1002.22, Florida Statutes, or they may contact the United States Department of Education’s Family Policy Compliance Office.

Students who improperly obtain student records may be subject to discipline in accordance with the Student Code of Conduct.

Staff and non-represented faculty who improperly obtain records and/or misuse their access to student records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination.

Full-time faculty who improperly obtain and/or misuse their access to student records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Definitions
Custodian of Records - Office of General Counsel

Directory Information - name, enrollment status, degrees and awards received, and statistics pertaining to a student’s participation in officially recognized sports and activities.

Eligible student - a student who has reached 18 years of age or is attending an institution of post-secondary education

Eligible Parent - a natural parent, an adoptive parent, or a legal guardian of the student as defined in the Internal Revenue Code of 1954. An individual invoking the Code must present evidence showing his/her compliance with this provision.

Student Record - files, documents, electronic images, and other formats which contain information directly related to a student and which are maintained as a permanent record at the College. Drafts or notes are not considered student records. The term “records” does not include:

1. Records of instructional, supervisory, and administrative personnel, which are in the sole possession of such personnel and which are not accessible or revealed to any other person except as a replacement for that person;
2. Records of law enforcement units of the College, which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the College or law enforcement officials of the same jurisdiction;
3. Records made and maintained by the College in the normal course of business which relate exclusively to a student in his/her capacity as an employee/student worker and which are not available for any other purpose;
4. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity, which are created, maintained, or used only in connection with the provision of treatment/services being provided to the student and which are not available to anyone other than persons providing such treatment and/or services in accordance with Title II of the Health Insurance Portability and Accountability Act (“HIPAA”).
5. Directory information as defined in the section 1002.22, Florida Statutes, and the FERPA;
6. Other information, files, or data which do not permit the personal identification of a student;
7. Letters or statements of recommendation or evaluation which were confidential under Florida law and which were received and made a part of the student’s educational records prior to July 1, 1977;
8. copies of the student’s fingerprints; and
9. Working records, which consists of material used in the course of daily College business, which is not a “permanent record.”

Religious Observances

Broward College Policy 4.20

Broward College ("the College") values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations and official ceremonies, on major religious holy days, whenever possible. The student is responsible for making up missed classwork as quickly as possible. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith and the absence shall be considered as a non-penalized absence. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for the material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences. Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by following the procedure for resolving grievances set forth in Broward College Policy 4.19 Grades and Grade Appeal Process.

When possible, faculty shall provide reasonable alternatives for students to carry out...
Grades and Grade Appeals

Broward College Policy and Procedure 4.19

General Statement
The goal of this policy is to define final course grades and provide a basis by which a final grade can be appealed by students. A grade must be recorded for every credit course in which a student is enrolled. The final course grade is submitted electronically to the College Registrar's Office and is posted online at the end of the term. The course syllabus provides the faculty member’s final course grade policy.

For concerns not related to the final course grade calculation as defined in the faculty member’s syllabus, the student should review and follow the Broward College Student Complaint Process.

The Policy and the Student
Each student shall be provided with a course syllabus which includes the faculty member’s grading policy and academic honesty policy for the course which complies with BC mission, goals, and policy. A student may be able to appeal the final course grade issued by his/her professor through the Grade Appeal Procedure (A6Hx2-4.19). In cases where a faculty member’s academic honesty policy appears to be violated, students may appeal the faculty member’s decision to invoke consequences of committing academic dishonesty. See Student Code of Conduct policy number 6Hx2-5.02.

The Policy and the Faculty and Staff

Faculty Grading Policy
Each faculty member shall communicate his/her grading policy in writing in the course syllabus and shall post it in the College’s learning management system within the first week of class meetings. The elements to be considered in calculating the student’s final course grade shall be articulated, and all factors to be considered in arriving at the final grade shall be stated. Any appeal of the grade shall be considered in light of the standard set forth in the faculty member’s grading policy in the syllabus. In rare cases, the syllabus may need modification. Students must be provided with any modifications to the syllabus.

Recordkeeping and Attendance Verification to Accurately Respond to Federal Financial Aid Audits
Each faculty member shall keep a record of grades for each class for four major terms from the initial grading period.

Implementation and Oversight
The President has the authority to establish procedures to implement this policy. The College Provost, Senior Vice President for Academic Affairs and Student Services in conjunction with the appropriate Pathway Dean is responsible for the implementation and oversight of policy compliance. Assigning the final grade for a course is the responsibility of each faculty member.

Final Grades and Records
Final grades for each term are recorded and archived in College Records. Grade point averages (GPA) for graduation and honors are calculated only on College level academic work, which includes all work attempted by the student at all Colleges he/she has attended. The final grades are used to calculate the grade point average.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B Good</td>
<td>3</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
</tr>
<tr>
<td>D Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F Failure–Unsatisfactory Progress</td>
<td>0</td>
</tr>
<tr>
<td>U Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>S Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>PR Progressing at a satisfactory pace but has not completed the course</td>
<td>0</td>
</tr>
</tbody>
</table>

* A “D” grade may not fulfill graduation requirements for certain programs.

For the S, PR, and U grades, are used only for those courses which have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.

The following enrollment statuses, however, do not affect the grade point average:

<table>
<thead>
<tr>
<th>Enrollment Statuses</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>X Audit</td>
<td>0</td>
</tr>
<tr>
<td>XC Audit status after drop/add period and prior to audit deadline except on a third attempt</td>
<td>0</td>
</tr>
<tr>
<td>XW Audit Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>W Official Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>WN Withdrawal for non-attendance</td>
<td>0</td>
</tr>
<tr>
<td>WI Instructor Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>NC Non-Credit Course</td>
<td>0</td>
</tr>
<tr>
<td>NG No Grade Assigned</td>
<td>0</td>
</tr>
<tr>
<td>NR Grade Not Received</td>
<td>0</td>
</tr>
</tbody>
</table>

**Enrollment Statuses**
Enrollment statuses which do not immediately affect the grade point average are awarded under the following circumstances:

**I Incomplete**
An I grade may be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. The student should make arrangements to have the I changed to a final grade by the instructor (by the agreed upon date) during the next full term (summer terms are not considered in this time limit). If no change is initiated during the next full term, the I will automatically become an F on the student's
permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and his/her final GPA calculated.

**X Audit**

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the faculty member. A student who audits a course must adhere to attendance requirements of the course. In addition, the student must complete all assignments and examinations that his/her professor stipulates. No grade will be assigned, and no credit will be awarded. However, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period per Florida Administrative Rule 6A14.0301. The transcript will indicate a course was audited by listing an X grade. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. A student who is required to be certified as completing competency-based College preparatory instruction may not be enrolled in College preparatory courses as an audit student per Florida Administrative Rules.

**XW Audit Withdrawal**

In cases where a student is auditing a course and has failed to adhere to the instructor's audit requirements for the X grade/status, the grade/status of XW (withdrawal from audit status) will be awarded.

**XC Audit Status after Drop/Add period and prior to Audit Deadline**

In cases where a student receives a faculty member's permission to change from credit to audit status after the drop/add period and prior to audit deadline, the XC grade/status will be issued. In compliance with the maximum attempt rule, A, B, C, D, or F grades must be assigned on third attempts.

**W Official Withdrawal**

Please see Withdrawal Policy 6Hx2-5.36

**WN Withdrawal for Non-Attendance During Enrollment Verification**

The WN grade is assigned to a student who does not attend class during the enrollment verification period at the start of the term.

**NC Non-Credit Course**

The NC is assigned automatically for any zero-credit hour course. NC is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

**NG No Grade Assigned**

The NG is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

**NR No Grade Reported**

The NR is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

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**Total Attempts – All Courses**

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline. A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

**Forgiveness**

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student’s record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

**Violation of Policy**

All violations of this policy are to be referred to the Vice Provost of Academic Affairs.

Violations of this policy may result in disciplinary action, up to and including termination.
- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

**Definitions**

GPA – The average grade earned by a student, calculated by dividing the grade points earned by the number of credits attempted.
Class Attendance Policy

Broward College Policy 4.18

General Statement

The College believes class attendance has a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time.

Exceptions to this policy are set forth below:

Non-Class Days. When this occurs, each faculty member shall determine how best to make-up the lost class time.

Non-Penalized Absences. There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holy days in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities. A student will be held accountable if these absences result in the student exceeding the limit established for 'excessive absences' as defined in the instructor's syllabus.

The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non-penalized absences.

The Policy and the Student

Student Responsibilities Relative to Attendance. A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences or by the next class meeting.

If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting.

Extenuating Circumstances. Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made with the faculty member, or if the faculty member is unavailable, the student should contact the Associate Dean. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Absences from any course are subject to the attendance policy formulated by the faculty member as defined in the course syllabus and as described in this policy.

Classes with Special Instructional Requirements. Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. The make-up of laboratory or clinical classes may not be possible. However, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student an I grade.

The Policy and the Faculty and Staff

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus and provided to students within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make-up the lost class time.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The College Provost, Senior Vice President for Academic Affairs and Student Services, in conjunction with the appropriate Pathway Academic Dean, is responsible for the implementation and oversight of policy compliance.

Appeals. A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Violation of Policy

Violations of this policy shall be investigated by the Provost, Senior Vice President of Academic Affairs and Student Services in conjunction with the appropriate Pathway Academic Dean and in consultation with the Executive Director of Human Resources in determining the course of action.

Violations of this policy may result in disciplinary action up to and including termination.

• For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.

• For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

Definitions

Non-Class Days – Regularly scheduled class days on which classes are not held. Owing to unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a

Disability Services and Academic Accommodations for Students

Broward College Policy 5.09

General Statement

Broward College (the “College”) complies with the Americans with Disabilities Act of 1990, as amended in 2008 (ADAAA) that governs accessibility standards for disabled
students as defined under the ADAAA, and Section 504 of the Rehabilitation Act of 1973. Section 504 defines an “individual with a disability” as any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. Section 504 provides that: “No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance....”

Federal disability laws guarantee students an equal opportunity to participate, but these laws do not guarantee that students will achieve a particular outcome, for example, good grades. Students with disabilities are, in general, expected to be responsible for their own academic programs and progress. The College sets its own requirements for documentation as allowed in Section 504 and Title II, and as outlined in the procedure to this policy. The College may delay or deny services if the diagnosis or the documentation is unclear. Students should not expect that the documentation guidelines at the College are necessarily the same as those accepted at other previous institutions attended, either in the secondary or post-secondary levels.

Academic Accommodations: Reasonable accommodations are modifications or adjustments to the tasks, environment, or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program (U.S. Department of Education, 2007).

It is the student’s responsibility to request academic accommodations, and the College’s responsibility to provide them, as deemed appropriate, unless it is determined an academic accommodation would fundamentally alter the nature of the course, service, program, or activity. The College is not required to provide an academic accommodation that would alter or waive essential academic requirements, nor is it required to make every academic accommodation requested.

Students who wait until after completing a course or activity or receiving a poor grade to request services should not expect the grade to be changed or to be able to retake the course or activity.

Auxiliary Aids and Services: The College is required under ADAAA and Section 504 of The Rehabilitation Act to “take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the recipient because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.” The College shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity. The term “auxiliary aids and services” includes: qualified interpreters, notetakers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening devices, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD’s), videotext displays, or other effective methods of making aurally delivered materials available to individuals with hearing impairments.”

The Policy and the Student
Students are responsible for notifying Accessibility Resources of their disability and their request for academic accommodations; and, must provide documentation to Accessibility Resources that support the request, as outlined in the procedure to this policy.

This policy only applies to Broward College campuses located in the United States. Any accommodation requests at an international center must be made directly to the international center.

The Policy and the Faculty and Staff
Faculty and staff are required to comply with federal guidelines. Faculty are required to provide the academic accommodations as outlined in the student’s accommodation plan. The information a student shares with faculty about their disability is confidential and must be treated as such. Faculty shall not discuss a student’s personal circumstances in front of a class or a non-confidential setting.

Accessibility Resources evaluates documentation, works with students to determine appropriate accommodations, prepares and provides students with accommodation plans, and assists students and faculty with coordinating the provision of accommodations.

Implementation and Oversight
The District Director of Accessibility Resources, under the Direction of the Vice Provost for Academic Affairs shall be responsible for implementation and oversight of this policy.

Students who choose to grieve a decision of Accessibility Resources, relative to an accommodation, may appeal in writing, or another appropriate means to accommodate their disability, to the District Director of Accessibility Resources, who will notify the student in writing of the decision within ten days of receiving the grievance. Should the student choose to grieve the decision of the District Director, they may appeal in writing or another appropriate means to accommodate their disability to the Associate Vice Provost for Student Life & Ombudsperson, who will notify the student in writing of the decision within ten days of receiving the grievance.

The United States Department of Education’s Office of Civil Rights (OCR) has enforcement responsibilities under Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the ADAAA which prohibit discrimination on the basis of disability. If a student has a complaint against the institution relative to the application of this law, the student may have their case heard by OCR.

Violation of Policy
Institutions that receive Federal Title IV Financial Aid are required to comply with Section 504 of the Rehabilitation Act of 1973 and the ADAAA, and the provisions therein. The institution may be subject to sanctions for failure to comply with this law.

Students who falsify information or otherwise violate this policy are subject to disciplinary action in accordance with College Policy 6Hx2-5.02 – Student Code of Conduct, up to an including expulsion from the College.
Non-represented faculty who fail to comply with required accommodations or otherwise violate this policy are subject to disciplinary action up to and including termination.

Full-time faculty who fail to comply with required accommodations or otherwise violate this policy are subject to disciplinary action up to and including termination, as outlined in College policy and the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Staff who fail to follow the policy and procedures as outlined for providing information and services to students and faculty in accordance with the guidelines set forth in this policy will be subject to disciplinary action, up to and including termination.

**Student Code of Conduct Policy**

**Broward College Policy 5.02**

**General Statement**

Upon admission to Broward College (the “College”), students agree to act responsibly in all areas of their conduct and to take full responsibility for their actions. Student organizations also agree to act responsibly in all areas of their conduct and take full responsibility for their collective actions. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward College Student Handbook, the College Catalog, other official publications of the College, and the College website at http://www.broward.edu. If there is a conflict with any of the aforementioned sources, this policy shall prevail.

The College maintains partnerships with external institutions, including but not limited to educational institutions, libraries, and health services providers. A student who violates the rules of a College partner is also subject to College Policy, including the College Student Code of Conduct. Additionally, a student who violates the College Student Code of Conduct may also be found to have violated the rules of a College partner.

**The Policy and the Student**

The following is a non-exclusive list of behaviors prohibited by students and student organizations at any College location or via any College resource including electronic communication, at any college-sponsored activity, or at any location and/or via any medium (including electronic) if the behavior impacts students, faculty, or staff in the educational environment. Other behaviors not on this list, which adversely impact the College community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. Abusive Conduct
2. Bribery
3. Bullying, including but not limited to the following behaviors directed at an individual or a group:
   a. Unwanted teasing
   b. Threatening or intimidating behaviors
4. Bribery
5. Bullying, including but not limited to the following behaviors directed at an individual or a group:
6. Disorderly Conduct
7. Disruption of the Educational Environment – including but not limited to:
   a. To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the classroom is prohibited unless otherwise explicitly stated by the individual instructor’s syllabus. Therefore, all such devices must be inaudible and placed out of sight during class
   b. Classroom disturbances, including but not limited to: continually leaving and re-entering the classroom without permission, constant interruption of the professor or students, talking loudly to others or self, poor personal hygiene, grandstanding, comments that are antagonistic, openly rude, threatening, or abusive
   c. Behaviors which a reasonable person would identify as being suggestive of a
potential threat to the well-being and safety of others on College campuses, facilities, or at college-sponsored events
d. Physical or verbal alterations on the College campuses, facilities, or college-sponsored events
e. Animals, other than medically prescribed and documented service animals, on campus
f. The usage of skateboards, scooters, or hover-boards on the interior sidewalks of campuses
8. False Report – falsely reporting a bomb or other incendiary device or any other dangerous condition by any medium. Note: These acts are considered acts of terrorism, and the College will use all means available to assist in the identification of students who make such threats
9. Grades and Enrollment Status – If an enrollment status or assignment or course grade is correct, it is a violation of the Code of Conduct to ask a professor or any college official to make changes in order to address the student’s status in various activities and programs, including, but not limited to immigration status, financial aid status or awards, intercollegiate participation, honors institute participation, employment requirements, etc.
10. Hazing as defined in section 1006.63, Florida Statutes - Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to:
a. Initiation into any organization operating under the sanction of a postsecondary institution
b. Admission into any organization operating under the sanction of a postsecondary institution
c. Affiliation with any organization operating under the sanction of a postsecondary institution, or
d. The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution
   i. A person commits hazing, a third-degree felony, punishable as provided in section 775.082 or section 775.083, Florida Statutes, when he or she intentionally or recklessly commits, solicits a person to commit, or is actively involved in the planning of any act of hazing as defined above, upon another person who is a member or former member of or an applicant to any type of student organization and the hazing results in a permanent injury, serious bodily injury, or death of such other person
   ii. A person commits hazing, a first degree misdemeanor, punishable as provided in section 775.082 or in section 775.083, Florida Statutes, when he or she intentionally or recklessly commits, solicits a person to commit, or is actively involved in the planning of any act of hazing as defined above, upon another person who is a member or former member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person
   iii. It is not a defense to a charge of hazing that:
      1. The consent of the victim had been obtained;
      2. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
      3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization
   iv. Violations under this section may result in sanctions, up to and including, the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal from the College. Additionally, the College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court-of-law, as outlined in the Code of Conduct Policy, section 28 - Violation of Law and College Policy. Violations under this section shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing
   v. In the case of any College organization that authorizes hazing in blatant disregard of this section, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the College
11. Misbehavior - any behavior that is inappropriate and detrimental to the mission, goals, and purpose of the institution
12. Misuse of College Identification as defined in College Policy 6Hx2.5.24
13. Non-Compliance with directions:
   a. Non-Compliance with the directions of College personnel or law enforcement officers acting in the performance of their duties
   b. Failure to identify oneself to these persons when properly requested to do so
14. Non-Compliance With the Student Discipline System, including but not limited to:
   a. Failure to appear before the Dean of Students, Hearing Officer, Student Conduct Committee, or other College officials when requested to do so
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee
   c. Disruption or interference with the orderly conduct of a Student Conduct Hearing
   d. Knowingly making false accusations of student misconduct without cause
   e. Attempting to discourage an individual’s proper participation in, or use of, the student discipline system
   f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing
   g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing
   h. Failure to comply with the sanction(s) imposed under the Student Code
   i. Influencing or attempting to influence another person to commit an abuse of the student discipline system
15. Obstruction of Pedestrian or Vehicular Movement
16. Public Intoxication/Disorderly Behavior
17. Smoking and tobacco use in accordance with College Policy 6Hx2.7.21
18. Sexual Misconduct as defined in College Policy 6Hx2.5.39
   a. The Family Educational Rights and Privacy Act (FERPA) permits a post-secondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.
   b. FERPA also permits institutions to disclose to anyone – not just the victim – the final results of a disciplinary proceeding, if the College determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies.
19. Sexual Harassment as defined by College Policy 6Hx2.5.39 by students against any member of the College community
Complaints against faculty and staff are not covered under this policy. Students should refer to College Policy 6Hx2.3.31 – Sexual and Other Workplace Harassment if they
believe they have been the victim of sexual or other harassment by a College faculty or staff.

20. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one of the following conditions apply:
   a. The offense occurred at an event that was sanctioned by an officer of the organization.
   b. Organizational funds are used to finance the activity.
   c. The event where the offense occurred is substantially supported by the organization’s membership.
   d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
   e. The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense.

21. Theft or Damage, or Attempted Theft or Damage, to a Person’s or the College’s Property.

22. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01 and 6Hx2-8.03.

23. Unauthorized Demonstration - participation in a campus demonstration where the student’s behavior (including but not limited to excessive volume, obstruction of movement or access to College facilities or services, harassment of other students, faculty, or staff etc.), disrupts the normal operations of the College and infringes on the rights of other members of the College community through, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.

24. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility.

25. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol as defined in College Policy 6Hx2-5.18.

26. Unauthorized Recording - Students may not make an audio or video recording of an instructor or speaker’s seminar, lecture, tutorial, or other instructional settings without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent. Students may not make an audio or video recording of persons in conversation without the prior consent of all parties.

27. Unauthorized Use of College Property or Facilities.

28. Violation of Law and College Policy - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on College premises or at any college-sponsored activity, and for violations of law that do not occur on College Premises or at College-Sponsored Activities:
   a. If a student is charged only with an off-campus violation of federal, state, or be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community and/or which could disrupt the educational mission of the College. Such an off-campus violation must be of a nature wherein the presence of the student at a College campus is reasonably considered to be a danger to persons or property; or disruption to the educational environment.
   b. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
   c. When a student is charged by federal, state or local authorities with a violation of the law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.
   d. The College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court-of-law. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

29. Violation of Published College Policies/Procedures, Rule, or Regulation.

30. Violence Against Women Act prohibitions against dating violence, domestic violence, sexual assault, and stalking, as defined by College Policy 6Hx2-5.39.


The Policy and the Faculty and Staff

Faculty and staff are responsible for notifying the Dean of Students on the campus about possible violations of the Student Code of Conduct.

Per FERPA regulations, faculty and staff may disclose personally identifiable information from an educational record to appropriate parties, including parents of an eligible student in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The Dean of Students on the campus/center where the infraction is alleged to have occurred, in consultation with the Associate Vice Provost for Student Life & Ombudsperson, is responsible for the implementation of this policy. The Vice Provost for Student Services is responsible for policy oversight. Students wishing to grieve a decision may appeal in accordance with the provisions of the Student Code of Conduct Procedure, College Procedure A6Hx2-5.02.

Violation of Policy

The College retains the right to discipline students and student organizations up to dismissal from the College for violation of this policy.

Definitions

Abusive Conduct - physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.

Bias-Motivated Conduct (commonly referred to as “Hate Crimes”) – occurs when a perpetrator targets a victim because of his or her actual or perceived membership in a certain social group, usually defined by race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless status, mental or physical disability, gender,
Bribery - offering, soliciting, receiving, or giving money or any item or service to a College employee for the purpose of attempting to obtain assistance, priority consideration, or any benefit that would not have otherwise been provided.

Bullying - behavior that inflicts physical or psychological abuse on one or more members of the College community. Such behavior may occur in-person or via electronic communication.

Cheating - includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; and looking at text, notes or another student's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

Code of Conduct - a set of conventional principles and expectations that are considered binding on any student at the College.

Controlled Substance - all illegal drugs and prescription drugs taken without a physician's order.

Discrimination - treating any student, officer, employee or agent of the College differently than others are treated based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or any other legally protected classification.

Disorderly Conduct - conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College.

Disruption - disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities.

Harassment - any verbal or physical conduct based on race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or retaliation, and that has the purpose or effect of unreasonably interfering with the individual's education by creating an intimidating, hostile or offensive environment.

Hazing – includes, but it not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; or any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. This term does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Plagiarism - includes but is not limited to, an attempt by a student to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published; quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work; and handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and do not constitute plagiarism, provided that such examples do not conflict with this policy.

Retaliatory Action - any materially adverse action taken against the person who makes or supports a complaint of discrimination, or creating a hostile or threatening environment against such persons.

Student Organization - a student group that has registered with a campus/center Student Life Office in accordance with the provisions of this policy and procedure.

**Student Code of Conduct Procedure**

**Broward College Procedure 5.02**

**ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES**

1. Any member of the Broward College (“College”) community may file a complaint against any student or student organization for misconduct. Students are encouraged to submit complaints in writing, directed to the Dean of Students assigned to the campus where the violation was allegedly committed. Complaints should be submitted within 5 business days after the alleged incident. Complaints that are not in writing and/or submitted after the preferred timeline will also be considered and investigated as needed. Both the complainant and the referred student will receive a written copy of the Student Code of Conduct and other College policies and procedures applicable to the alleged violation. This complaint procedure serves as the general process followed in most situations to adjudicate and sanction student conduct. In cases where reasonable deviations to these procedures occur, such deviations will not invalidate the process or outcomes.

   a. Faculty-Imposed Penalties for Academic Dishonesty: Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties imposed by the instructor. Appeals relating to grades imposed that are associated with allegations of academic dishonesty may be appealed in accordance with College Policy and Procedure 6Hx2-4.19. Additionally, serious allegations of academic dishonesty may be referred to the Dean of Students of the campus/center for disciplinary action in accordance with the Student Code of Conduct.

   b. Student – Employee Violations: Students who are also employees of the College,
who are found to have violated the Student Code of Conduct, may also be subject to
disciplinary action as employees up to and including termination of their employment
from the College. Any such instances will be investigated by the Executive Director
of Talent and Culture or his/her designee. Additionally, employees of the College who
are also students, and who are subject to disciplinary action in their role as employees,
may also be subject to disciplinary action through the Student Code of Conduct.
2. When the Dean of Students becomes aware of the complaint, she/he may do one or
more of the following:
   a. Immediate Sanction: If a student or student organization poses a threat to
      any person, is unruly, disruptive, uncontrollable, damages or threatens to damage
      any property, or some other serious condition exists, the Dean of Students, with
      the approval of the Associate Vice Provost for Student Life & Ombudsperson,
      may immediately suspend the student or organization from class(es) or other
      activities at the College. If there is an immediate threat to campus or classroom
      environment this suspension may occur prior to due process being extended to the
      student or student organization. If an immediate sanction is imposed, reasonable
      attempts should be made to accelerate the formal disciplinary process.
   b. Support for Complainant: The College will take immediate interim steps to protect
      the complainant and other impacted members of the College community pending
      the final outcome of the investigation and the imposition of sanctions. Interim measures
      are available to address safety as well as any hostile educational environment
      resulting from the alleged misconduct. These measures include, but are not limited
      to, changing an employee's or student's work schedule, altering the complainant's or
      referred student's course schedule or campus, allowing the withdrawal or retake of
      classes without penalty, academic support such as tutoring, student services support
      such as assistance with financial aid issues, visa and immigration assistance, and the
      issuance of no-contact orders, assisting the student in notifying law-enforcement,
      recommending appropriate community support, recommending options for counseling,
      and assisting the student with initiating a College complaint and investigation
      regarding the allegation in accordance with applicable College policies. Interim
      measures are temporary and may be removed, enhanced, or otherwise altered
      upon final determination of the issue. Support given to the complainant prior to the
      conclusion of due process afforded by this procedure, does not presume the guilt of the
      accused student and the College will take great care to not impose an undue burden
      on an accused student who has not yet been in violation of the Code of Conduct.
   c. Trespass: In accordance with College Policy 6Hx2-2.02 – At the direction of the
      Dean of Students, students may be escorted off College property and/or issued a law
      enforcement executed notice of trespass if their continued presence is considered a
      threat to the safety of people or property. The Dean of Students, with the approval
      of the Associate Vice Provost for Student Life & College Ombudsperson, may exercise his/
      her authority to issue a notice of trespass, prior to the completion of due process,
   d. Review by Dean of Students or designee: Upon receiving a complaint, an initial
      inquiry will be conducted consisting of reviewing the complaint and other available
      information to determine if an investigation is warranted. If an investigation is
      initiated, appropriate steps will be taken to ensure that the investigation is adequate,
      reliable, and impartial, and includes the opportunity for all parties to present
      witnesses and evidence. If the violation may result in a Level 2 Sanction (Suspension
      or Expulsion), the Dean of Students shall assign the investigation to the District
      Director of Student Conduct & Integrity or other designee. Individuals called to
      present information as part of an investigation will be notified of the allegations and
      possible violations of the Student Code of Conduct and will receive a copy of the
      Student Code of Conduct Policy and Procedure. At the conclusion of the investigation,
      an investigative report will be prepared outlining: 1) a description of the specific
      behavior that occurred that allegedly violated the Code of Conduct; 2) the specific
      sections of the Code of Conduct that the student or student organization is alleged to
      have violated; 3) a summary of all statements, interviews, evidence, etc.; 4) a finding
      as to whether it is more likely than not (preponderance of the evidence standard)
      that the student or student organization violated the Code of Conduct; 5) sanctions
      imposed or recommended (depending on jurisdiction); and 6) if applicable, steps
      taken to stop the offending conduct, prevent recurrence, and mitigate risks to the
      community. During the investigation, the complainant and the referred student or
      student organization have the privilege of being assisted, at their own expense, by
      one adviser of their own choice. The adviser may be an attorney. The complainant
      and/or the referred student are responsible for presenting their own case. Advisors
      are not permitted to speak or to participate directly or indirectly in any part of the
      investigation. Either the complainant or the referred student may question the
      impartiality of the review with the Campus President, and up through the chain of
      command as needed depending on the nature of the concern about impartiality. The
      College will preserve all evidence that may be of value in conducting an investigation
      and determining culpability and sanctions imposed upon the referred students, and
      will share such evidence with appropriate law enforcement entities as required by law.
      Students charged with a violation of the Code of Conduct will receive a copy of the
      investigative report.
   e. Authority of Student Dean and Student Conduct Committee: Other than in
      instances where a possible outcome of a disciplinary hearing is suspension or
      expulsion, the Dean of Students will review evidence, meet with the student or student
      organization, meet with witnesses, and impose sanctions as outlined in Article III of
      this procedure within 15 business days after receiving the complaint. A review by the
      Dean of Students may occur prior to sanctions being imposed or after sanctions are
      imposed and/or a notice of trespass is issued in accordance with items 1.2.a, b, & c
      above.
   f. Review by Student Conduct Committee: In cases involving possible suspension or
      expulsion, the matter will be heard by the Student Conduct Committee in accordance
      with the guidelines set forth in Article II of this procedure. In cases where the matter
      is referred to the Student Conduct Committee, the Dean of Students or designees will
      still conduct the inquiry and or investigation described above.
   g. Disruptive Students: In instances where student behavior manifests symptoms
      of possible psychological/psychiatric issues, the Dean of Students, with the approval
      of the Associate Vice Provost for Student Life & College Ombudsperson may require
      that a student complete a psychiatric and/or psychological evaluation based on the
      student's behavior. The results of the psychiatric and/or psychological evaluation
      will assist the College in determining the student's ability to continue participation
      in educational programming at the College in accordance with the provisions of this
      procedure. Students deemed to pose an immediate threat to themselves or others will
      be subject to immediate sanction and/or may be trespassed from all College locations
      in accordance with item A and B above pending the outcome of full due process rights
      afforded by this procedure.
   3. Students are responsible for their conduct. Students may not invoke their official
      or informal complaint or grievances against other individuals or departments as part
      of their defense against allegations of having violated the Student Code of Conduct.
      Even if legitimate, a grievance against a member of the College community is not
      sufficient grounds, nor a defense for a violation of the Student Code of Conduct.
ARTICLE II: STUDENT CONDUCT COMMITTEE HEARING PROCEDURES

1. The Student Conduct Committee shall be appointed by the Associate Vice Provost of Student Life & Ombudsperson upon recommendation by the District Director of Student Conduct & Integrity. The Committee shall consist of a cross-section of the College community and shall include representation from Academic Affairs and Student Services. Committee members shall receive at least once-annual training from the District Director of Student Conduct & Integrity in order to remain active members.

2. At least five (5) members of the Student Conduct Committee must assemble to hear a case. In situations where the case involves a student receiving accommodations under the ADAAA and/or Section 504 of the Rehabilitation Act of 1973, one member must represent the Office of Accessibility Resources. In all instances, members assembled to hear a case must not be directly associated with the case.

3. One (1) Student Services Administrator and one (1) Academic Affairs Administrator shall serve as co-chairs of the Student Conduct Committee. One of the co-chairs will serve as the Hearing Officer of the Student Conduct Committee. If neither of the co-chairs of the Student Conduct Committee is able to preside, the Dean of Students on the campus related to the case shall designate a chair. In cases involving sexual misconduct, or other matters where the privacy of student complainants is an issue, the Hearing Officer, in consultation with the Dean of Students, may exclude students from hearing the case. The Hearing Officer will only vote if there is a tie. The complainant or the referred student may question the impartiality of members of the Student Conduct Committee to the Dean of Students, or if the question is about the Dean of Students, to the appropriate Campus President, and up through the chain of command as needed depending on the nature of the concern regarding impartiality.

4. The Dean of Students will forward pertinent paperwork to the Hearing Officer who will present the complaint and the hearing procedures to the referred student or student organization, and the complainant, in writing. A time will be set for a hearing within 15 business days of the initial complaint.

5. In cases involving more than one referred student, the Hearing Officer of the Student Conduct Committee, at her/his discretion may permit separate hearings.

6. The complainant and the referred student or student organization have the privilege of being assisted, at their own expense, by one adviser of their own choice. The adviser may be an attorney. The complainant and/or the referred student are responsible for presenting their own case. Advisers are not permitted to speak or to participate directly or indirectly in any hearing before a Student Conduct Committee.

7. The complainant, the referred student or student organization, and the Student Conduct Committee will have the privilege of presenting witnesses, subject to inquiry or questioning by the Student Conduct Committee. In cases of alleged sexual misconduct, the referred student or student organization is not permitted to introduce evidence or ask questions regarding the complainant’s prior sexual conduct with anyone other than the referred student. It should be noted that evidence of a prior consensual relationship between the parties does not imply consent. Additionally, the Hearing Officer may prohibit the referred student from directly interacting with or cross examining the complainant in cases of alleged sexual misconduct or in other instances where it is deemed to not be appropriate.

8. The complainant and referred student or student organization must notify the Hearing Officer of any witnesses and/or items for review they wish to present, at least 3 business days prior to the hearing. All parties shall have equal and timely access to information and evidence.

9. At the discretion of the Hearing Officer, pertinent records, exhibits, and written statements may be accepted for consideration by the Student Conduct Committee.

ARTICLE III: SANCTIONS

1. The Dean of Students or the Associate Vice Provost for Student Life & Ombudsperson (per Section IV of this Procedure) may impose one or more of the following sanctions based on the severity of the incident. The sanctions listed below do not reflect a progressive process and a student may immediately receive a more severe sanction depending on the nature of the violation.

   The following Level 1 Sanctions (may be imposed by the Dean of Students):

   a. Warning – A notice in writing to the student that they have violated institutional regulations indicating the potential consequences of future violations.

   b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during or after the probationary period.

   c. Loss of Privileges – Denial of specified privileges for a designated period of time.

   d. Fines – A student may be required to pay fines incurred (i.e. parking, library, etc.) as a condition for complying with the sanction imposed.

   e. Restitution – Compensation for loss, damage or injury; this may take the form of appropriate service and/or monetary or material replacement.

   f. Discretionary Sanctions – Work assignments, community service to the College, counseling referrals or other related discretionary sanctions.
ARTICLE IV: APPEALS

1. A referred student, student organization, or complainant may appeal to the Associate Vice Provost for Student Life & Ombudsperson the sanctions imposed by the Dean of Students. Such appeals must be in writing and must be delivered to the Associate Vice Provost for Student Life & Ombudsperson five business days of the receipt of sanctions from the Dean of Students.

2. Sanctions imposed by the Dean of Students go into effect immediately unless a student or student organization appeals the decision. In such cases, the Dean of Students in consultation with the Associate Vice Provost for Student Life & Ombudsperson will decide if sanctions will be enforced immediately or pending the outcome of an appeal process.

3. In considering the appeal, the Associate Vice Provost for Student Life & Ombudsperson will limit her/his review to the written appeal and the record of the hearing. In exceptional circumstances, the Associate Vice Provost for Student Life & Ombudsperson may, at her/his discretion, meet with student(s) directly to review evidence, meet with witnesses and the accused student(s) or student organization.

4. After considering the appeal, the Associate Vice Provost for Student Life & Ombudsperson may:
   a. Find that there are no grounds to consider the appeal.
   b. Refer the matter back to the Dean of Students for further review based on specific issues, with a designated time-frame for reconsideration.
   c. Alter the findings or the sanctions imposed by the Dean of Students. Sanctions imposed during the appeal process may be less severe, or in unusual circumstances, more severe than those originally imposed.

5. The Associate Vice Provost for Student Life & Ombudsperson shall simultaneously communicate the final disposition of the matter to the complainant and referred student or student organization in writing within ten business days after receiving the appeal. The decision of the Associate Vice Provost for Student Life & Ombudsperson shall be final.

ARTICLE V: COMMUNICATION

In cases where there is no appeal to the Associate Vice Provost for Student Life & Ombudsperson within the specified time period in accordance with this procedure, the Dean of Students shall notify appropriate members of the College community regarding the sanction. In instances where an appeal is submitted, and the matter is adjudicated by the Associate Vice Provost for Student Life & Ombudsperson, he/she will notify appropriate College personnel of the decision. Both the complainant and referred student or student organization will receive simultaneous written notice of the outcome of the complaint including the rationale for the decision. Communication indicating the outcome of a disciplinary proceeding shall include a summary of the alleged behavior, the specific parts of the Code of Conduct allegedly violated, a finding as to whether or not the student or student organization was found to have violated the Code of Conduct including the rationale for the decision, the sanctions imposed, and opportunities for appeal. Additionally, the Dean of Students or the Associate Vice Provost for Student Life & Ombudsperson (as appropriate in accordance with the protocol indicated above) shall notify the applicable Campus President in instances of trespass, suspension, or expulsion of students.

ARTICLE VI: INTERNATIONAL CENTERS AND AFFILIATES

1. In cases involving Broward College students at our international centers or affiliates, the Center Director or his/her designee shall serve as the principal authority to adjudicate and sanction student conduct. The Center Director or designee may unilaterally impose Level 1 Sanctions, as outlined in ARTICLE III of this procedure.

2. Level 2 Sanctions may be imposed by the Center Director or designee after the case is heard by the Associate Vice Provost for Student Life & Ombudsperson, he/she will notify appropriate College personnel of the decision. Both the complainant and referred student or student organization will receive simultaneous written notice of the outcome of the complaint including the rationale for the decision. Communication indicating the outcome of a disciplinary proceeding shall include a summary of the alleged behavior, the specific parts of the Code of Conduct allegedly violated, a finding as to whether or not the student or student organization was found to have violated the Code of Conduct including the rationale for the decision, the sanctions imposed, and opportunities for appeal. Additionally, the Dean of Students or the Associate Vice Provost for Student Life & Ombudsperson (as appropriate in accordance with the protocol indicated above) shall notify the applicable Campus President in instances of trespass, suspension, or expulsion of students.

Cases shall be referred to the conduct committee after investigation by the Center Director in consultation with the District Director, International Student Success. In
cases involving suspension or expulsion, the conduct committee shall make a recommendation to the District Director; Student Conduct & Integrity who shall send written communication to the student, record the sanction in the student conduct database and communicate with the Registrar to ensure that the suspension or expulsion is properly recorded in the student record.

3. Students at the international centers or affiliates have the right to appeal sanctions as outlined in ARTICLE IV of this procedure.

**Student Sexual Misconduct Policy**

Broward College Policy 5.39

**General Statement**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Broward College (the “College”) is committed to creating a safe educational environment for all students, faculty, and staff. Sexual misconduct of any kind, including, but not limited to, sexual violence, domestic violence, dating violence, stalking, sexual harassment, or retaliation for reporting such offenses, will not be tolerated. Sexual misconduct also applies in instances where consent cannot be given (e.g. student’s age, or use of drugs or alcohol, or other disability). Students are afforded protections from sexual misconduct, and any hostile education environment resulting from such misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged perpetrator or complainant, including when both are members of the same sex.

The College fully supports and complies with all state and Federal laws related to sexual misconduct and will report allegations of sexual misconduct to appropriate law enforcement agencies in accordance with applicable law and subject to confidentiality provisions outlined in the procedure accompanying this policy and in applicable state and federal law.

Sexual misconduct is not permitted at Broward College International Centers in accordance with the Code of Conduct.

**The Policy and the Student**

Students are prohibited from engaging in sexual misconduct.

The College will provide prompt and ongoing support to student complainants in accordance with the procedure accompanying this policy.

The College offers primary and ongoing programs to prevent and promote awareness of dating violence, domestic violence, sexual assault, and stalking, to include, but not limited to information about safe and positive options for bystander intervention, and how to avoid potential assaults.

**The Policy and the Faculty and Staff**

College faculty and staff are prohibited from engaging in sexual misconduct.

College staff who are designated “Responsible Employees” as defined below have an obligation to participate in mandated training and report allegations of sexual misconduct in accordance with the procedure accompanying this policy.

**Implementation and Oversight**

The President has the authority to establish procedures to implement this policy. The Vice Provost for Student Services is responsible for the development and review of this policy. Responsibility for implementation and oversight of policy compliance is vested with the Dean of Students on the campus/center where the infraction is alleged to have occurred (or the student’s main campus if the misconduct occurred off campus), in consultation with the Title IX Coordinator (Associate Vice Provost for Student Life & College Ombudsperson).

**Violation of Policy**

The College will take prompt and appropriate action to end any conduct that interferes or limits a student’s ability to participate in or benefit from the College's programs. All complaints and investigations of sexual misconduct will be kept confidential as possible and to the extent allowed by law.

If the allegation involves misconduct on the part of a faculty or staff member, the incident will be investigated in accordance with College policy 6Hx2-3.31 – Sexual Harassment, and Sexual Violence. Employees who violate this policy are subject to discipline up to and including termination.

If the allegation involves misconduct on the part of a student, the incident will be investigated in accordance with College policy 6Hx2-5.02 – Student Code of Conduct. Students who violate this policy are subject to discipline up to and including expulsion from the College.

In all instances, regardless of the status of the alleged perpetrator (student, staff, or a person not affiliated with the College), the Dean of Students or designee will provide prompt and ongoing support to the student complainant in accordance with College procedures A6Hx2-5.39 – Sexual Misconduct and A6Hx2-5.02 – Student Code of Conduct, and College policy 6Hx2-5.32 – Student Assistance Program.

**Definitions**

CONSENT – an affirmative indication of a voluntary agreement to engage in the particular sexual act or conduct in question. Consent cannot be obtained through coercion, force, threat, or intimidation. Consent cannot be given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in, or is otherwise incapacitated as a result of having consumed drugs or alcohol, or for any other reason. Silence or absence of resistance on the part of an individual does not imply consent. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time, even during...
sexual interactions. Consent to one form of sexual activity does not imply consent to other forms of sexual activity, or as further defined in Florida Statutes.

DATING VIOLENCE – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse, or as further defined in Florida Statutes.

DOMESTIC VIOLENCE – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under applicable domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person’s acts under applicable domestic or family violence laws, or as further defined in Florida Statutes.

RESPONSIBLE EMPLOYEE – All College full-time staff are designated as Responsible Employees in accordance with Title IX. Additionally, the following categories of part-time staff are also Responsible Employees: Part-time instructional faculty, athletic coaches, and security personnel.

RETALIATORY ACTION - Any material adverse action taken against the person who makes or supports a complaint of sexual misconduct.

SEXUAL HARASSMENT - Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual’s education or academic performance by creating an intimidating, hostile, or offensive environment. Conduct that falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- Use of sexually suggestive terms or gestures to describe a person’s body, clothing, or sexual activities.
- Displaying or posting offensive sexually suggestive pictures or materials on campus.

SEXUAL MISCONDUCT - For the purposes of this policy, sexual misconduct serves as an umbrella term, which includes, but is not limited to, the various offenses defined in this policy.

SEXUAL VIOLENCE - Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

STALKING - Conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

**Student Sexual Misconduct Procedure**

**Broward College Procedure 5.39**

**Reporting an Allegation of Sexual Misconduct**

Students who believe they have been subject to sexual misconduct on College property, at a College-sponsored event, or by any member of the College community regardless of location, are encouraged to report the incident to the Dean of Students or designee on the campus, and if applicable, law enforcement entities.

The Dean of Students will, in collaboration with the College's Title IX Coordinator, provide prompt and ongoing support to the student including, but not limited to, assisting the student with notifying law enforcement, recommending appropriate community support, recommending options for counseling, assisting with modifications to class schedules, locations, and other academic support as may be needed, and assisting with initiating a College complaint and investigation against the referred student in accordance with appropriate College policy and procedure.

The Dean of Students may additionally levy sanctions against the referred student in accordance with College Policy and Procedure 6Hx2-5.02 - Student Code of Conduct and may take other actions as needed to safeguard the complainant and the College community.

In addition to the Dean of Students, a student may report an allegation of sexual misconduct to any College “Responsible Employee” as defined in College Policy 6Hx2-5.39 - Sexual Misconduct. Within 24 hours of the report, a Responsible Employee is obligated to make reasonable attempts to notify the College's Title IX Coordinator of the specifics of the allegation. A responsible employee must report all relevant details about the alleged incident shared by the reporting party – including the names of the reporting party, the alleged perpetrator(s), any witnesses, and any other relevant information, including the date, time, and specific location of the alleged incident. If the reporting party wants to tell the Responsible Employee what happened but also wants the College to maintain confidentiality, the Responsible Employee should tell the reporting party that the College will consider the request but that s/he cannot guarantee the College will be able to honor it.

Students are encouraged to report incidents of sexual misconduct to appropriate law enforcement entities and the College will assist the complainant in making such notifications and will, to the extent allowed by law, respect a complainant’s right to not notify law enforcement authorities. While the College is not responsible for the response or outcome of law enforcement actions, the College maintains an obligation to timely investigate and respond to sexual misconduct allegations regardless of the
Investigations of Allegations of Sexual Misconduct
If the allegation involves misconduct on the part of a faculty or staff member, the incident will be investigated in accordance with College Policy 6Hx2-3.31 - Sexual Harassment, and Sexual Misconduct.

If the allegation involves misconduct on the part of a student, the incident will be investigated in accordance with College Policy 6Hx2-5.02 - Student Code of Conduct.

In all instances, regardless of the status of the referred person (student, faculty, staff, or a person not affiliated with the College), the Dean of Students or designee will provide prompt and ongoing support to the student complainant in accordance with this procedure, as well as College Procedure A6Hx2-5.02 - Student Code of Conduct, and College Policy 6Hx2-5.32 - Student Assistance Program.

Confidentiality of Student Complaints
The Title IX Coordinator will consider requests for confidentiality. If the complainant wants to reveal an allegation of sexual misconduct to the Dean of Students or any Responsible Employee, but also wants the College to maintain confidentiality, the student should be aware that the College will consider the request, but cannot guarantee that the College will be able to honor it, and the complaint will be reported to the Title IX Coordinator, and Dean of Students and an investigation will be initiated.

If the College does honor a student’s request for confidentiality, the student must understand the College’s ability to investigate and issue sanctions will be severely limited. Additionally, if the College believes that the reported incident poses a continuing threat to other persons, or if mandatory reporting is required, the College may not be able to honor the request for confidentiality.

The College does not directly employ staff who can provide students complete confidentiality in regard to complaints of sexual misconduct (sometimes known as “privileged communications,” provided by pastoral counselors and mental health professionals). However, the College may have a relationship with an off-campus organization to provide mental health counseling, in accordance with College Policy 6Hx2-5.32 – Student Assistance Program, and the student would be eligible to engage in privileged communication in that venue. Complainants should note that even privileged communication is limited by laws governing mandatory reporting of certain crimes.

Title IX Advisory Committee
The Title IX Coordinator shall chair a Title IX Advisory Committee to review and recommend changes to the College’s efforts regarding Title IX compliance. The Committee shall meet at least once during each term, with members appointed by the Title IX Coordinator representing the various areas included in Title IX, which may include, but is not limited to: Student Conduct, Recruitment/Admissions/Counseling, Financial Aid, Athletics, Human Resources, General Counsel, a member of the Faculty as designated by the President of the Faculty Senate, and other support personnel as needed.

Substance Abuse Policy

General Statement
Broward College Policy 5.18

Broward College (the “College”) recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free and alcohol-free educational environment, which supports the mission of the College.

The Policy and the Student
In accordance with applicable federal and state laws, students may not be impaired by alcohol or drugs or in possession of illegal drugs or alcohol while on College property or while participating in a College sanctioned activity. Students whose behavior is impaired by legal drugs are also subject to this policy.

As specified in the Program Guidelines for certain programs at the College, students and applicants to the College may be subject to a drug screening prior to, or if circumstances warrant, during the time of their enrollment at the College. Students will incur the costs of such screenings.

Additionally, students at International Centers or Affiliates are subject to the Code of Conduct except in cases where it refers to United States Federal or state law, and/or where the Code of Conduct conflicts with local law where the International Center or affiliate is located.
The Policy and the Faculty and Staff
Faculty and staff who believe that a student is unable to perform the requirements of his/her program with reasonable skill and safety due to the possible use of drugs or alcohol will report the student to the Dean of Students on the campus/center who will take action in accordance with the Student Code of Conduct – College Policy and Procedure 6Hx2-5.02.

Aviation, Automotive, & Marine Programs:
In recognition of the nature of specialized activities within Transportation programs such as Flight Training, Aviation Maintenance Lab, Automotive Lab, and the Marine Lab components of these curricula, College Policies 6Hx2-5.18 and 6Hx2-5.02 will be utilized as needed to ensure the safety of students, faculty, and staff. In the interest of safety, representatives of these areas will use their discretion as described in College Policy 6Hx2-5.18 to request a student, who they believe is unable to perform the requirements of his/her program with reasonable skill and safety, to report to the Dean of Transportation Programs who will comply with the policy requirements. It is further stated, students participating in Flight-related activities through the College’s approved flight training provider, may be randomly tested for drug abuse.

Implementation and Oversight
The President has the authority to establish procedures to implement this policy. The Dean of Students, under the direction of the Vice Provost for Student Services and Ombudsperson is responsible for the implementation and oversight of policy compliance.

Violation of Policy
Students found in violation of this policy are subject to discipline in accordance with College Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

If a student is required to submit to a drug screening by the Dean of Students based on behaviors that indicate the use of drugs or alcohol which impairs their ability to perform in their academic program, refusal to submit to such a drug screening will be treated as a positive test result. The College retains the right to dismiss a student from the College or from a specific program, in accordance with the Program Guidelines for that program.

Meningitis and Hepatitis B

Florida Statute, Section 1006.69

Florida Statutes requires that Broward College provide information to all enrolled students on the risks associated with Meningitis and Hepatitis B. Information regarding Meningitis and Hepatitis B is available at the following websites from the Centers for Disease Control:

Meningitis: www.cdc.gov/meningitis/index.html
Hepatitis B: www.cdc.gov/hepatitis

HIV/AIDS

Broward College Policy 5.16

General Statement
Broward College (“the College”) recognizes the serious adverse societal and educational impact associated with the Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency syndrome (AIDS).

The Policy and the Student
College students may not violate the Student Code of Conduct as it relates to discrimination against students, faculty, staff, or guests of the College based on their perception of HIV/AIDS infection.

Students enrolled in various programs at the College, including, but not limited to Health Sciences, Institute for Public Safety, Aviation, etc., may be required per the Program Guidelines for the particular program, to successfully complete a HIV/AIDS educational class or program as a prerequisite for admission to the program.

Students enrolled in various programs at the College, including, but not limited to, health sciences, Institute for Public Safety, Aviation, etc., may be required as part of the standards of conduct established by these programs to interact with members of the community who are infected with HIV/AIDS. Students who are not able to meet this obligation should reconsider their program choice as dismissal or disciplinary action could be taken as a result of any conduct violation or refusal to service.

The Policy and the Faculty and Staff
In accordance with Florida Statute 1006.68, the Student Life Office on the campuses and centers, shall implement a program that addresses the provision of instruction, information, and activities regarding Human Immunodeficiency Virus infection and Acquired Immune Deficiency Syndrome. Such instruction, information, or activities shall emphasize the known modes of transmission of human immunodeficiency virus infection and acquired immune deficiency syndrome, signs and symptoms, associated risk factors, appropriate behavior and attitude change, and means used to control the spread of human immunodeficiency virus infection and acquired immune deficiency syndrome.

Managers in specific areas of study in which students may come in contact with the public in health science and/or other public services areas of study should address this provision of instruction and information at an appropriate time in the instructional areas of study.

Students at International Centers are subject to the rules that may apply at those locations regarding education relating to the transmission of infectious diseases, including HIV/AIDS.

Implementation and Oversight
The President has the authority to establish procedures to implement this policy.

In regards to the campus life educational component of this policy, the Associate Vice
Provost for Student Life & Ombudsperson, under the direction of the Vice Provost for Student Services, is responsible for policy oversight and compliance.

In regards to academic programs where there is a requirement for HIV/AIDS education or prerequisites for students, Program Managers or the appropriate Associate Dean, under the direction of the appropriate Dean and the Vice Provost for Academic Affairs are responsible for policy oversight and compliance.

Violation of Policy
In accordance with the Student Code of Conduct, students who discriminate against other students, faculty, staff, or members of the community whom they believe have tested positive for HIV/AIDS are subject to discipline up to and including expulsion from the College. Additionally, it should be noted that discrimination against individuals with HIV/AIDS may constitute bias-motivated conduct, which may subject the violator to stronger sanctions.

Staff and non-represented faculty who violate this policy will be subject to discipline up to and including termination.

Full-time faculty who violate this policy will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Definitions
HIV - Human Immunodeficiency Virus
AIDS - Acquired Immune Deficiency syndrome

HIV/AIDS Education
Florida Statute, Section 1006.50

Florida Statutes require that Broward College provide information to all enrolled students related to Acquired Immune Deficiency Syndrome (AIDS) education. AIDS information is available at the following websites from the Centers for Disease Control: https://www.cdc.gov/hiv/

Student Ombudsperson
Broward College Policy 5.26

General Statement
Broward College (the “College”) will assist students by designating an ombudsperson at each campus location. The College shall also designate a College-wide ombudsperson.

The ombudsperson or designee will assist students by informing them of College policies and procedures and by guiding them to appropriate College offices and personnel to resolve their concerns.

The campus ombudsperson or designee will assist student requests for exceptions to

College academic policies in accordance with College policy and procedure 6Hx2-5.28 - Academic Standards Committee. The college-wide ombudsperson shall render final decisions on Academic Standards petitions, serve as the appellate authority in Student Code of Conduct appeals in accordance with College policy and procedure 6Hx2-5.02 - Student Code of Conduct, adjudicate appeals relating to disability accommodations in accordance with College policy and procedure 6Hx2-5.09 – Accessibility Resources and Academic Accommodations for Students, and adjudicate appeals relating to students subject to sanctions for non-Broward College violations in accordance with College Policy 6Hx2-5.27 – Information/Notification to the College on Students Convicted of Felony Crimes, Past Discipline Problems at Other Educational Institutions, or Sexual Predator Status.

The Policy and the Student
This policy provides a process for students to be guided by an ombudsperson as they seek to resolve their educational issues at the College.

The Policy and the Faculty and Staff
The Associate Vice Provost for Student Life & Ombudsperson is the College’s designated official who serves in the role of Ombudsperson. The Dean of Students on the campus serving in their role as campus Ombudspersons, will assist students in resolving issues in accordance with College policy. The College-wide ombudsperson is the Associate Vice Provost for Student Life & College Ombudsperson, who will serve as the primary point of contact for student concerns that require escalation, matters referred by State or other regulatory agencies, and render Academic Standards petition decisions, and Student Code of Conduct appeals.

Implementation and Oversight
The Deans of Students on the campus, serving in their role of campus ombudsperson, and the College-wide Ombudsperson shall have the responsibility for the implementation of this policy. The Vice Provost for Student Services is responsible for overall policy compliance.

Definitions
Ombudsperson – College officials charged with assisting students by identifying applicable College policies and guiding students to appropriate College offices and personnel, in accordance with Florida Statute 1.

Equity Coordinator
Broward College does not discriminate on the basis of race, color, sex, gender, national origin, religion, age, disability, marital status, sexual orientation, genetic information or other legally protected classification in its programs and activities. Inquiries regarding non-discrimination policies may be directed to: Equity Coordinator Ms. Sophia Galvin, Executive Director, Talent and Culture, 6400 NW 6th Way, Fort Lauderdale, FL 33309, 954-201-7502, sgalvin@broward.edu.

Acceptable use of Technology and Email
Broward College Policy and Procedure 8.01 and 8.03
Broward College provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, Broward College prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. Broward College reserves the right to monitor any and all network activities including Internet access.

Only authorized Broward College employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

The following activities are prohibited: storing, posting, or displaying obscene or offensive data, even temporarily, in areas where someone might view them passively or inadvertently, except in cases where academically necessary; attempts to circumvent established security procedures or to obtain access privileges to which a user is not entitled; unauthorized access, alteration, or destruction of another user’s data, programs, or electronic mail; manipulation of others to gain information for the purpose of gaining access to commit fraud or damage to the system; theft or destruction of computer hardware or software, and any criminal activity or any conduct that violates applicable state laws.

Broward College utilizes our email system as our primary means of communicating with students. Students should regularly check their BC e-mail account to ensure they are kept up to date on official College correspondence. Students who maintain personal email accounts outside of Broward College may forward their Broward College email to these accounts so they do not have to interact with multiple e-mail systems. Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial or ethnic slurs or pornographic comments or images. Students shall never e-mail or otherwise knowingly transmit any attachment that is suspected of containing a virus. Other acceptable uses of the Broward College email system can be found in our Policy and Procedures manual.

Copyright Compliance

Broward College Policy and Procedure 8.05

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using Broward College’s information technology system constitutes copyright infringement. Specifically, in the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority likewise constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess court costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. Broward College will immediately investigate notices of allegations of peer-to-peer file sharing and copyright infringement under the Digital Millennium Copyright Act (DMCA), Title 17, United States Code, Section 512. The DMCA offers copyright holders legal protection of their entitlement to the reproduction and distribution of copyrighted material and governs the copying or other means of reproduction of copyrighted material. As part of its efforts to combat illegal file sharing and copyright infringement, Broward College endeavors to educate and inform its students, faculty and staff about copyright infringement by visiting the U.S. Copyright Office and Broward College’s Copyright Policy.

Complaint Process for Students for Non-Instructional Issues Policy

Broward College Policy 5.23

A prospective or enrolled student may file a complaint, which is a written claim raised by a student, a group of students, or the student government, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a College rule/regulation or a board policy or procedure. A prospective or enrolled student has the right to seek a remedy for a dispute or a disagreement through a designated complaint procedure. Students should use available informal means to have a decision reconsidered before filing a complaint. No retaliation of any kind shall be taken against a student for participation in a complaint. This policy ensures students that their complaints will be received, heard and addressed with consideration of fairness by the appropriate administrator/ manager/ supervisor of the College with oversight of a department or division. Students are encouraged to communicate their concerns informally first through the incremental levels within the organization as indicated in the procedure for this policy. If no resolution is achieved from levels one through three within the organizational structure, then students can file formal complaints with the appropriate Vice Provosts or Campus President. With the exception of student conduct complaints, formal complaints must be made in writing and the student is entitled to an appropriate response at each level within the College structure.

Staff will address student complaints at their level of authority in the complaint process as outlined in the procedure. Staff will document their response to the complaint in writing to the student and maintain copies of such resolution and/or action in a central location within the department. This ensures proper application of the College's policies and procedures throughout the College. Any complaints that allege violations of Federal and State laws, including but not limited to, harassment of any kind, discrimination, ADA compliance, Title IX etc., should be referred to the College Equity Officer/AVP Human Resources and Equity. Any violations of privacy
law, FERPA, should be directed to the Vice Provost for Student Services and Enrollment Management.

Students are expected to present and communicate their complaints using a professional standard of behavior in accordance with the Student Code of Conduct Policy and Procedure (College Policy 6Hx2-5.02). Students are not exempt from sanctions themselves when they violate any standard of the Code of Conduct while communicating their complaint to any level of the complaint process. The act of complaining comes without protection in this regard. Students found in violation are subject to discipline in accordance with the Student Code of Conduct, up to and including expulsion from the College, which can postpone the complaint moving forward.

Definitions

COMPLAINT - A dispute or disagreement raised by a student, group of students, or the student government, concerning the application of a specific provision of a policy, rule or regulation, the application of a policy, rule or regulation in other than a uniform manner, or the application of a rule or regulation other than in accordance with the provisions of the policy, rule or regulation.

Complaint Process for Students for Non-Instructional Issues Procedure

Broward College Procedure 5.23

Broward College (the “College”) expects and requires that front-line staff and/or administrators attempt to meaningfully resolve informal complaints prior to reaching the appropriate appellate authority administrator as outlined in this procedure. Additionally, students are expected to follow the chain of command within the informal complaint process prior to elevating a concern to the higher levels of the College and making a formal complaint to the appropriate appellate authority. If the particular issue is not indicated in the chart below, the student should consult with the Associate Vice Provost for Student Life & Ombudsman to determine the appropriate path for filing a complaint.

This procedure should be used when a student or prospective student has a concern about her/his education at the College. The objective of the procedure is to provide a process for students to use to resolve concerns as quickly and efficiently as possible. This complaint process is for students and prospective students, and only students or prospective students can participate in the College’s complaint process; however, nothing within this process precludes a student from seeking counsel from an advisor of their choice, who may be an attorney.

The student or prospective student brings the concern to an appropriate staff or faculty member using the steps in the resolution process below. If the student is uncomfortable with approaching the College employee directly, she/he may select an advocate inclusive of a counselor or advisor, a student dean, College Ombudsperson, or another staff member that is not a member of the complaint resolution hierarchy. The staff member and administrator(s) will attempt to work with the student and any other individual(s) who are involved to respond to the problem within 10 business days.
If the complaint is not answered satisfactorily, at any step in the process, the student should progressively elevate their concerns through the process and if not resolved can make a formal complaint with the appropriate appellate authority administrator as indicated below. The appellate authority level administrator shall maintain records of complaints filed with their respective office.

After exhausting all institutional complaint processes, students and/or prospective students who believe their issue(s) are unresolved, may file a complaint with the Florida Department of Education’s Division of Florida Colleges and/or the Southern Association for Colleges and Schools Commission on Colleges, who will assist in accordance with their policies. For more information on how to contact the Florida Department of Education regarding a complaint, students may access information at the following website: http://www.fldoe.org/schools/higher-ed/fl-College-system/about-us/complaints.stml.

Unless otherwise specified in a policy or procedure aligned to the specific matter in question, students should share their concerns as specified in this procedure within ten business days after the incident/issue in question becomes known. If the student is not satisfied with the response they may appeal to each higher level within 10 business days. After exhausting each level of authority, they may appeal to the appellate authority administrator. The decision of each successive higher-level supervisor will be rendered within 10 business days of receipt of the appeal. The Campus Dean of Students or College Ombudsperson may provide guidance and support to the student throughout the complaint process.

Complaints related to actions that violate Federal law such as discrimination, ADA, FERPA, Title IX or other laws prohibiting discrimination should be reported to the appropriate College official using the resolution process above. Additionally, students may file a complaint with the appropriate Federal agency that has jurisdiction over these areas. The United States Department of Education Office of Civil Rights handles complaints related to discrimination and ADA. Complaints related to the privacy of records in accordance with the Family Educational Rights and Privacy Act (FERPA), students may also contact the United States Department of Education Family Policy Compliance Office and file a complaint in accordance with the rules of that agency.

**Procedures Specific to Online Students**

Students enrolled in a fully online program who desire to file a complaint not related to their final grade in a course should follow this Complaint Process for Non-Instructional Issues (Procedure A6H1x2-5.23). After exhausting all institutional complaint processes, Florida residents may file a complaint with the Florida Department of Education-Division of Colleges, and/or with Broward College’s regional accrediting agency, The Commission on Colleges of the Southern Association of Colleges and Schools. Students residing in states other than Florida may file a complaint with the regulatory agency in the state where they are receiving the online instruction, and/or the Commission on Colleges. Please note that entities external to Broward College will review complaints in accordance with their own policies and are not formally part of the Broward College complaint resolution process.

Most complaint processes external to Broward College require that the student: 1) document the steps taken to exhaust the institution’s grievance process; 2) describe the action taken by the institution to date in response to the student complaint; and 3) provide a copy of the institution’s response to the student as a result of following the College’s procedures.

**Refund of Tuition and Fees**

Broward College Policy 6.45

**General Statement**

It is the responsibility of the student to cancel her/his course registration up through the published deadline for 100 percent refund. Courses dropped prior to the last day of this deadline will not appear on the student’s academic record. After the published deadline for 100 percent refund, a student may withdraw, or be withdrawn, up to the published last day to withdraw.

To receive a 100 percent refund of tuition and fees, a student must cancel her/his registration on or before the published deadline for 100 percent refund. See procedure for methods to cancel registration.

No refund will be provided for a withdrawal after the published deadline for 100% refund unless otherwise outlined in this policy.

**The Policy and the Student**

It is the responsibility of the student to cancel her or his course registration on or before the published deadline for 100 percent refund.

A student can be administratively withdrawn by the College for reasons other than non-academic extenuating circumstances. A withdrawal for any reason could impact a student’s funding.

**Military Students**

Pursuant to Florida State Statute 1004.07, a student who is called to, or enlists in, active military service in the United States armed forces shall be permitted the option of either completing her/his course(s) at a later date (receiving an “I” indicating an Incomplete and be required to complete the coursework within the designated period),
or canceling her or his course to receive a refund of tuition and fees outlined in the procedure of this policy.

**Definitions**

**Deadline for 100 percent Refund** – The College's official 100 percent refund date to cancel

**Academic Standards Committee**

**Broward College Policy 5.28**

**General Statement**

A student who believes that he/she has special or extraordinary circumstances may appeal a College policy to the Academic Standards Committee. The Academic Standards Committee is a college-wide committee established in accordance with College Policy 6Hx2-2.08 to hear appeals/petitions from students. The Academic Standards Committee reviews petitions submitted and makes recommendations to the Associate Vice Provost for Student Life and College Ombudsperson, who makes final decisions. While the Academic Standards Committee process has authority to waive College policy, those policies that are governed by State or Federal law or rules, may not be alterable unless a provision in law or rule allows for deviations.

The Academic Standards Committee does not hear grade appeals per College Policy 6Hx2-4.19 or substitution or waiver of specific courses per College Policy 6Hx2-4.01.

**The Policy and the Faculty and Staff**

A designated Petition for Refund Committee will review the petition for refund and supporting documentation of the extenuating circumstances and will provide a recommendation according to the guidelines set forth in policy and the procedure of this policy to the Associate Vice President of Student Business Services who shall approve, disapprove, or modify recommendations from the Petition for Refund Committee.

**Implementation and Oversight**

The President has the authority to establish procedures to implement this policy. The Chief Financial Officer shall be responsible for implementation of this policy. The Senior Vice President of Administration is responsible for overall policy oversight and compliance.

**Violation of Policy**

Students who make fraudulent requests or present falsified documentation are subject to discipline in accordance with Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

Staff and non-represented faculty who violate this policy are subject to discipline up to and including termination.

Full-time faculty who violate this policy are subject to discipline up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

**Department of Defense Tuition Assistance Students**

A student utilizing Department of Defense Tuition Assistance (DoD TA) will receive a refund of tuition and fees as outlined in the procedure of this policy.

**Online Out-of-State Students**

A student enrolled in a(n) online course(s) who resides in a state or locality with specific refund guidelines, will be refunded based on those guidelines upon approval of a petition for refund.

**Non-Academic Extenuating Circumstances**

A student may submit a petition for refund for a withdrawal after the published 100 percent refund date when non-academic extenuating circumstances prohibit a student’s ability to withdraw. Such non-academic circumstances may include, but are not limited to, serious illness of self or of an immediate family member, death in the immediate family, and other emergency circumstances or extraordinary situations. A petition for refund must be submitted within 6 months of the end of the term requested. All fees are not refundable after the published deadline for 100 percent refund.

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